

Ethel Everhard Memorial Library Board of Trustees

February 11, 2019, 6:45 pm

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:50pm.

Roll: Trustees: Lee Ann Kittleson, Mary Bergs, Bruce Dethlefsen, Nancy Nelson, Karen Robotka and Library Director, Aaron Raschke in attendance.

Agenda: Nelson moved to approve Agenda for February 11, 2019 Board Meeting. Dethlefsen seconded. **MC — 5 yes, 0 no**

Minutes: Dethlefsen moved to approve Minutes from January 14, 2019 Board Meeting. Robotka seconded. **MC — 5 yes, 0 no**

Public Comments: None.

Reports:

Financial Report:

1. 2018 Expense Report was presented for discussion; unemployment expense and the lighting project accounted for slight overruns.

2. 2018 Income Report was presented for discussion.

3. January 2019 monthly Income and Expense reports were presented and discussed.

2. Robotka moved to approve the payment of Monthly Bills for February 2019. Bergs seconded.

MC— 5 yes, 0 no

Roll Call Vote: Bergs — yes; Dethlefsen — yes; Kittleson — yes; Nelson — yes; Robotka — yes.

Director's Report:

1. Monthly Statistics for January 2019: Circulation 3537; eCirculation – 227; Patrons – 2111; New Cards – 10; Computer Hours – 123; Computer Users – 139; Wireless Devices – 141; Wireless Data (GB) – 146; Website Visits – 1079; Website Pageviews – 2187.

2. Reviewed the Calendar of Events for February 2019 — all Smartphone and Tablet Classes that were canceled due to weather have been rescheduled.

3. ILS Merger Update — there will be a meeting Monday, February 18. Discussion is moving from theoretical to practical moving forward re the OWLS merger.

4. Preparations are underway for Annual Dr. Seuss event.

5. Storytime will continue as scheduled.

6. There was a brief discussion about Meeting Room Policy re availability of keys for parties renting the Meeting Room.

7. *Trustee Tales*, newsletter for public library trustees, was distributed.

Friends Report:

1. The Book & Bake Sale is slated for February 14, 15 & 16.

2. Getting volunteer help for set-up and tear-down is an ongoing problem and there was discussion as to how to recruit extra help for these events.

Unfinished Business:

1. Potential Animal Policy — the consensus of opinion is that a formal written policy is not necessary at this time. Individual situations can be addressed if and when they occur.

New Business:

1. A draft of the 2018 Annual Report was distributed and reviewed. The draft will be reviewed additionally by Winnefox Library System, then signed and submitted to the Wisconsin Department of Public Instruction.

2. Employee Evaluations: Robotka moved to go into closed session. Dethlefsen seconded. **MC — 5 yes, 0 no**
WI Statue 19.84(c) Considering employment promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Robotka moved to come out of closed session. Bergs seconded. **MC — 5 yes, 0 no**

Adjourn: Nelson moved to adjourn. Robotka seconded. **MC— 5 yes, 0 no**