

**Ethel Everhard Memorial Library Board of Trustees**

**January 13, 2020, 6:45 pm**

**Presiding Officer:** President LeeAnn Kittleson called the meeting to order at 6:45 pm.

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

**Agenda:** Dethlefsen moved to approve Agenda for January 13, 2020 Board Meeting. Nelson seconded.  
**MC — 5 yes, 0 no**

**Minutes:** Nelson moved to approve Minutes from November 11, 2019 Board Meeting. Robotka seconded.  
**MC — 5 yes, 0 no**

**Public Comments:** None.

**Reports:**

**Financial Report:**

1. Robotka moved to approve the payment of Monthly Bills for December 2019. Nelson seconded.
2. Robotka moved to approve the payment of Monthly Bills for January 2020. Nelson seconded.

**MC— 5 yes, 0 no**

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

3. 2019 Year-End monthly Income and Expense Reports were presented and discussed. Total Income is over projected figures due to donations and government pool interest earnings; Expense for the year is also over projected figures.

**Director's Report:**

1. Monthly Statistics for November 2019: Circulation 3070; eCirculation – 306; Patrons – 1719; New Cards – 14' Computer Hours – 166; Computer Users – 175; Wireless Devices – 173; Wireless Data (GB) – 204; Website Visits – 765; Website Pageviews – 1302.

2. Monthly Statistics for December 2019: Circulation 2588; eCirculation – 267; Patrons – 1891; New Cards – 14' Computer Hours – 168; Computer Users – 195; Wireless Devices – 172; Wireless Data (GB) – 197; Website Visits – 879; Website Pageviews – 1675.

3. Reviewed the Calendar of Events for January 2020 —
  - a. Aaron attended WTEC meeting, January 10.
  - b. Aaron to attend Winnefox Annual Meeting, January 21. The topic for discussion will be Fine Free Libraries.
  - c. Aaron to participate in the Winter Web Online Conference.
  - d. The TEACH Grant, approximately \$2,500, was applied for and received and will facilitate a cybersecurity vulnerability assessment and a new cybersecurity router valued at \$2000.

**Friends of the Library**

Friends' Book & Bake Sale will be held February 13–15.

**Old Business:** Dethlefsen moved to put \$49,095.18 from government pool into CD and draw money market down to minimum amount allowed and transfer to a CD. Bergs seconded.

**MC— 5 yes, 0 no**

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

**New Business:**

1. A policy pertaining to Exhibits, Displays, Bulletin Boards and Pamphlet Racks within the Library and Common Space, drafted by Aaron, was discussed. A revised draft will be presented at the next meeting.

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

**Next Meeting:** February 10, 2020.

Minutes recorded by Nancy Nelson