**Ethel Everhard Memorial Library Board of Trustees**

**August 10, 2020 — Zoom Public Video Conference**

**Presiding Officer:**  President LeeAnn Kittleson called the meeting to order at 6:35 pm.

**Roll:** Trustees: Lee Ann Kittleson, Karen Christensen, Bruce Dethlefsen, Nancy Nelson, Karen Robotka, Director Paul Ninneman in attendance. Nelson left the meeting at 8pm.

**Agenda:** Dethlefsen moved to approve Agenda for August 10, 2020 Meeting. Robotka seconded. **MC — 5 yes, 0 no**

**Minutes:** Kittleson to clarify Minutes from July 8, 2020 to reflect statement from Paul. Kittleson moved to approve amended Minutes from the July 8, 2020 Meeting. Robotka seconded. **MC — 5 yes, 0 no**

**Minutes:**

**Public Comments:** None.

**Reports:**

1. Financial Report — Kittleson and Dethlefsen stopped in to the Library to approve August vouchers. Special attention will have to be given to Amazon invoices to assure correct debits and credits. Kittleson moved to approve vouchers. Robotka seconded. **MC — 4 yes, 0 no** Roll Call Vote: Robotka — yes;Dethlefsen— yes; Kittleson — yes; Christensen — yes; Nelson — yes.
2. Income and Expense Reports — Reports were reviewed and discussed and reflect accurately Library operation under current Covid-19 restrictions.
3. Director’s Report
	1. a. Summer Reading Program does not have much patron participation at this time;
	2. b. Calendar was presented and discussed.
	3. c. Paul attended the County Board Meeting earlier today. The assistant director from Winnefox was also present and addressed the County Board proposing a 12% increase in funding for 2021. The County Board did not appear to be in favor of that proposal citing other budget concerns.
	4. d. Monthly Statistics – patron traffic is beginning to increase having been fairly static since the start of Covid-19 restrictions.
	5. e. Joy Ribar – tentatively set up for a 1-hour presentation on a Saturday in September and participation will be limited per Covid-19 regulations.
		1. f. Curt Schultz presentation on paranormal activities will most likely be virtual as opposed to in-person due to Covid-19 restrictions and the cost factor.
	6. g. Super Tuesday and Sue Allen’s presentations were dropped due to Covid-19 restrictions. The magician performance is cancelled for 2020 and will try to schedule for 2021.
	7. h. There is now a 4-day quarantine for books, etc., put in the drop-box.
	8. i. Nelson to check with the Village on the bathroom cleaning schedule.
	9. j. Can space in the computer area in the Library be configured to allow 3 computers to be available for use as opposed to the current 2 that are being used?

4. Friends of the Library

1. The Friends of the Library are not currently meeting due to Covid-19 restrictions.
2. Update on the removal of the gardens/tree in the rear on the Library grounds.
3. Friends Jean Lindaur, Sharen Cullen and Karen Robotka transferred all books for the book sale from the lobby area into the storage area. They also sorted and purged the books in the storage area.
4. Friends would like to see the ‘new books at the library’ published in the Marquette County Tribune to include the author as well as the title.
5. There was discussion regarding the bench/planter at the front of the Library.

**Unfinished Business:**

Library Operation and COVID-19

1. Discussion on how to handle the situation involving an employee who came into contact with someone having been in contact with another person having Covid-19 (not a close contact for the employee).
2. Mask requirement – Library employees need to be vigilant checking patrons to see if they are keeping masks on. That seems to be going well.

**New Business:**

1. First draft of 2021 Budget: Discussion was held. Paul will revise and present the second draft at the next meeting for possible approval. No action taken at the August meeting.
2. Resolutions of Appreciation: Resolutions were presented and approved to honor Mary Bergs and Aaron Raschke for their service to the library.

RESOLUTION OF APPRECIATION for Mary Bergs

WHEREAS, the Ethel Everhard Memorial Library Board would like to thank the outgoing board member; And

WHEREAS, Mary Bergs has served the Ethel Everhard Memorial Library on the board of trustees for three years.

NOW, THEREFORE BE IT RESOLVED, that the Ethel Everhard Memorial Library hereby expresses its appreciation for the dedicated public service to the people of the Village of Westfield and the surrounding communities by Mary Bergs.

BE IT FURTHER RESOLVED, that this resolution is permanently entered into the minutes of the Ethel Everhard Memorial Library Board and the secretary shall transmit a certified copy of this resolution to Mary Bergs as an expression of the Board’s best wishes.

The above and foregoing resolution was offered by Bruce Dethlefsen and seconded by Karen Robotka and was unanimously adopted at a regular meeting of the Ethel Everhard Memorial Library Board on August 10, 2020.

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# LeeAnn Kittleson, President

Ethel Everhard Memorial Library Board of Trustees

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nancy Nelson, Secretary

Ethel Everhard Memorial Library Board of Trustees

RESOLUTION OF APPRECIATION for Aaron Raschke

WHEREAS, Aaron Raschke served as the Library Director of the Ethel Everhard Memorial Library from September 2014 through March 2020, contributing 5 ½ years of dedicated service and,

WHEREAS, Aaron Raschke brought new and innovative ideas to the library and continually worked to make the library a welcoming and inclusive place in our community and,

WHEREAS, Aaron Raschke designed programs which interested library patrons young and old, developed budgets to maximize the financial resources of the library, and utilized the library’s vision statement and mission statement to formulate long range plans to reflect these ideals,

WHEREAS his professionalism and passion for library services have earned him the respect and admiration of community members and the Board of Trustees,

THEREFORE BE IT RESOLVED, that the Ethel Everhard Memorial Library Board of Trustees, on behalf of the residents of Westfield, Wisconsin and the patrons of the library, extends its appreciation to Aaron Raschke for his conscientious performance and dedicated years of service and,

FURTHER BE IT RESOLVED, that Aaron Raschke be furnished a copy of this Resolution, which is recorded in the minutes of the August 10, 2020 meeting of the Board of Trustees.

This resolution was offered by Lee Ann Kittleson, seconded by Karen Christensen, and passed with a unanimous vote.

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# Lee Ann Kittleson, President

Ethel Everhard Memorial Library Board of Trustees

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nancy Nelson, Secretary

Ethel Everhard Memorial Library Board of Trustees

1. Selection of Director Evaluation Form. Defthelsen moved to approve the revised form presented by Kittleson; Christensen seconded. Motion carried 4-0.

**Adjourn:** Christensen moved to adjourn the meeting; Robotka seconded. Motion carried 4-0.

The next meeting will be September 14, 2020.

Minutes recorded by Nancy Nelson/LeeAnn Kittleson