

Ethel Everhard Memorial Library Board of Trustees

November 13, 2017, 6:45 pm

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

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

Agenda: Dethlefsen moved to approve the agenda for the November 13, 2017 board meeting. Nelson seconded. **MC — 4 yes, 0 no**

Minutes: Dethlefsen moved to approve the minutes from the October 11, 2017 board meeting and the special board meeting on October 16, 2017. Bergs seconded. **MC— 4 yes, 0 no**

Public Comments: None.

Reports:

Financial Report:

1. Kittleson moved to approve the payment of Monthly Bills for November 13, 2017. Nelson seconded. **MC— 4 yes, 0 no**
Roll Call Vote: Bergs – yes; Dethlefsen – yes; Kittleson – yes; Nelson – yes.
2. Income and Expense reports presented and discussed.
3. Unemployment Insurance Account discussed, including potential length and maximum amount of claim.
4. Friends of the Library. No report. Next meeting January 23, 2018.

Director's Report

1. Monthly Statistics for September: Circulation –4325; eCirculation –155; Patrons — 2795; New Cards – 16; Computer Hours 259; Computer Users –315; Wireless Devices – 366; Wireless Sessions – 1795; Website Visits – 1101; Website Pageviews – 1848.
2. Monthly Statistics reflect increases in Circulation, Patron Visits, Computer Hours and Computer Users.
3. The Halloween Trick-or-Treat event included a large number of visitors.
4. A local Headstart group will be coming to the library for the first time for a storytime and activity Aaron planned.

New Business:

1. Changes to the Cash Handling Procedure were presented, reviewed, and discussed.
2. 2018 Library Employee Compensation: Dethlefsen moved to go into closed session. Nelson seconded. **MC— 4 yes, 0 no**
WI Statute 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.
3. Motion to move out of closed session by Nelson. Kittleson seconded. **MC— 4 yes, 0 no**
4. Nelson moved to approve 2018 Salary Proposal Option 1 as presented by Director Aaron Raschke. Kittleson seconded.
Roll Call Vote: Bergs – yes; Dethlefsen – no; Kittleson – yes; Nelson – yes.
5. There will be no scheduled December 2017 Library Board meeting.

Adjourn:

Nelson made a motion made to adjourn. Bergs seconded. **MC — 4 yes, 0 no**

Next meeting will be held January 8, 2018

Minutes recorded by Nancy Nelson