

**Ethel Everhard Memorial Library Board of Trustees**  
**October 13, 2014 6:45P.M. Library**

**Presiding Officer:** Vice President, Karen Robotka called the meeting to order at 6:45PM.

**Roll:** Trustees: Karen Christensen, Pat Adkins, Karen Robotka, Bruce Dethlefsen and Library Director, Arron Raschke. Lee Ann Kittleson came in later.

**Agenda:** Christensen moved to approve the agenda for October 13, 2014 Board Meeting, second by Dethlefsen . **MC 4-0**

**Minutes:** Dethlefsen moved to approve the minutes of September 8, 2014 regular Library Board meeting. Second by Christensen. **MC 4-0.**

**Public Comments:** None.

**Reports:**

**Financial Report:**

1. Discussion held about using form from the Village Clerk for checks and bills payable. Will leave it up to Aaron. Christensen moved to approve payment of Monthly Bills for October 2014 as presented. Second by Adkins. Roll Call Vote: Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 4 yes and 0 nos.**

2. Income report presented and discussed. Trust Fund income was discussed. No dividend showing for whole year. Note - December 2014 \$3709 needs to be transferred to BMO checking to balance budget. Aaron will confirm Trust fund information.

3. Expense report presented and discussed.

**Director's Report**

1. Monthly Statistics september 2014: Circulation - 4477; Patrons - 1831; New Cards -19; Computer Hours - 229; Computer Users - 376; Wireless Devices - 155; Wireless Hours - 10; Website Visits - 1891; Website Pageviews - 3271.

2. Aaron reported that he went to Oshkosh for training. Gave us a calendar of his activities for the coming month.

3. Aaron will be checking with the Employee Handbook for information on comp time. Karen Christensen will bring any new information back from the Village Committee.

4. Bruce suggested that Aaron get his photo and information in the Tribune. Aaron told us he has set up a display in the library about himself for patrons.

**Friends of the Library:**

1. Karen reminded us of the annual potluck. This year it will be held at noon, Oct. 28th. Board is invited.

2. There is an evening Friends group meeting. Holly Stampfl is in charge of that group. They are same organization as the daytime group. Both groups will work together and function as one group for activities and fund raisers.

### Unfinished Business

1. 2015 Budget Update: No report was available at this time. Karen Christensen told us if the Village decides to pass a budget with anything other than the 3% pay increase we budgeted for we'll have to revise our budget accordingly. Village will meet to discuss budget and vote on 2015 budget. Aaron will attend the Budget Roundtable on Oct. 21st. We should know what the Village passes in November.

2. We asked Aaron to check on his insurance. he told us he has already spoken to Linda at the Village office. He will not be taking insurance until next Summer. Will get back to Linda in May to get started.

### New Business:

1. We discussed how to show our appreciation to Marie Boleman for her service at our library. Christensen moved to adopt a Resolution of Appreciation. Adkins seconds. **MC 5-0** Lee Ann will do the Resolution and a gift. We discussed getting a gift certificate for a restaurant in Oshkosh and a cutting from the Christmas cactus at the library.

2. Lee Ann told us about an inservice at the public school about response to active shooting situations. She suggested that they let the Library Director know next time there is a meeting. It is something we should also be aware of in the public building.

Dethlefsen made a motion made to adjourn Second by Christensen. **MC- 5-0**

Meeting is adjourned.

Next meeting is 11, 2014. New Business: at 6:45pm

Minutes recorded by Pat Adkins.