

**Ethel Everhard Memorial Library Board of Trustees**  
**November 10, 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, Aaron Raschke. LeeAnn Kittleson absent.

**Agenda:** Christensen moved to approve the agenda for November 10, 2014 Board Meeting, second by Dethlefsen . **MC 4-0**

**Minutes:** Christenssen moved to approve the minutes of October 13, 2014 regular Library Board meeting. Second by Adkins. **MC 4-0.**

**Public Comments:** None.

**Reports:**

**Financial Report:**

1. Christensen moved to approve payment of Monthly Bills for November 2014 as presented. Second by Dethlefsen. Roll Call Vote: Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 4 yes and 0 nos.**
2. Income report presented and discussed.
3. Expense report presented and discussed. Aaron pointed out that payroll expenses are going to run over by about \$4,000. Benefits will be less than budgeted by about \$4,000.

**Director's Report**

1. Monthly Statistics October 2014: Circulation - 4809; Patrons - 1975; New Cards -14; Computer Hours - 264; Computer Users - 381; Wireless Devices - 174; Wireless Hours - 12; Website Visits - 1891; Website Pageviews - 3268.
2. Aaron reported he was interviewed for the Marquette Tribune. Article will be in the paper hopefully next week.
3. Aaron has checked all the smoke alarms and they are ok. He also contacted Louie about checking the fire extinguishers. That will be done in January.
4. Aaron attended the Wisconsin Library Association Conference. He went to sessions on Building Campaigns, Advocacy for Libraries and a session on a library program, Great Outdoors @ the Library. Aaron will attend First Responder training in March.
5. Read Dog program continues with 2 dogs and 4th & 4K Buddies came to the library.
6. Book club is reading Three Cups of Tea in November.
7. Food for Fines program started 11-10-14. Donated food items erase some fines.
8. Tots to Teens Books donation box in the hall.

**Friends of the Library:**

1. Karen Robotka reported that the Friends group donated \$257.25 for a magnetic lock opener. Also gave \$1000 toward materials.
2. The Friends potluck was well attended and all had fun.

### Unfinished Business

1. 2015 Budget Update: Cathy Rohner was unable to attend. Table this item until special December meeting, 12-8-14.

### New Business:

1. We discussed buying floor mats for the library. Aaron will check with Megan at the village to see if she has a price for the mats the village ordered. It was brought up that we might need a new vacuum if we are going to take care of new mats this winter. More discussion will take place next month.

2. Aaron asked permission to buy a new clock. He will get one on Cyber-Monday when he can get the best deal.

3. We have no formal 'snow day' policy. We asked Aaron to check with other libraries to see what they do. And what radio/TV stations to notify if we are closed or will close early.

4. Discussed whether we have a dress code for employees. Will check the Employee Handbook and Aaron will make sure all employees are aware of any 'dress code'.

5. Also discussed a complaint that came to a board member about an employee. If we are contacted we are to tell person to make the complaint to the Library Director and he will document all complaints.

Robotka made a motion made to adjourn Second by Dethlefsen. **MC- 4-0**

Meeting is adjourned.

Next meeting is December 8, 2014. New Business: at 6:45pm

Minutes recorded by Pat Adkins.