

**Ethel Everhard Memorial Library Board of Trustees**  
**January 12, 2015 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 in attendance. Lee Ann Kittleson absent.

**Agenda:** Dethlefsen moved to approve the agenda for January 12, 2015 Board Meeting, second by Christensen. **MC 4-0**

**Minutes:** Christensen moved to approve minutes of December 15, 2014 regular Library Board meeting. **MC 4-0.**

**Public Comments:** None.

**Reports:**

**Financial Report:**

1. Christensen moved to approve payment of Monthly Bills for January 2015 with the exception of the WE Energies bill to be paid in February. Second by Dethlefsen. Discussion held and motion was amended to pay the We Energies bill with other January bills. Roll Call Vote: Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 4 yes and 0 no.**
2. Income report presented and discussed.
3. Expense report presented and discussed.

**Director's Report**

1. Monthly Statistics December 2014: Circulation - 3841; Patrons - 1710; New Cards -8; Computer Hours - 205; Computer Users - 299; Wireless Devices - 89; Wireless Hours - 5; Website Visits - 1496; Website Pageviews - 2570.
2. 2014 Total Statistics: Circulation - 54,234; Patrons - 22,885; New Cards - 240; Computer Hours - 2,372; Computer Users - 3,711; Wireless Devices - 1,757; Wireless Hours - 104; Website Visits - 19,325; Website Pageviews - 32,941. Highest annual circulation total ever recorded.
3. Aaron reported on programs. Book Club did Divergent in January. New book for February is The All-Girl Filling Station's Last Reunion. Storytime theme is "On-the-Go". Design-A-Snowman ongoing. Snowmen will be displayed in Library.
4. We had our annual fire inspection. No violations.
5. Mark Arend informed Aaron of WLA Library Legislative Day, 2/17/15. Aaron asked Trustees and Friends to consider going.
6. Aaron informed us of upcoming Patron Service Training Day/Staff Meeting. The date is yet to be determined. Aaron and LeeAnn have discussed Patron Service Standards and will be developing standards to use and train staff in dealing with the public. Aaron asked for Trustee volunteers to help with training day. Individuals will contact him when date is decided. This 1 hour training will be held annually with all staff.

Friends of the Library:

1. Next Book & Bake Sale is Feb. 12-14. Will be finalizing plans at Jan. meeting.

Unfinished Business

1. Budget Revision. Dethlefsen moved we approve the updated 2015 Library Budget. Adkins seconded. Roll Call - Dethlefsen - yes; Robotka - yes; Christensen - yes; Adkins - yes. **MC - 4-0.**

Closed Session

1. Christensen moved to go to closed session. Dethlefsen seconded. **MC- 4-0**
2. Dethlefsen moved to come out of closed session. Christensen seconded. **MC-4-0**

New Business

1. We discussed evaluation forms for Aaron's upcoming evaluation. Dethlefsen moved to approve the Director's Performance Appraisal for the Library form provided by LeeAnn Kittleson. Robotka seconded. **MC- 4-0**
2. Return forms to LeeAnn as soon as you can. She'll give us results at next meeting.

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

Meeting is adjourned.

Next meeting, February 9, 2015. New Business: at 6:45pm

Minutes recorded by Pat Adkins.