

Ethel Everhard Memorial Library Board of Trustees (Meeting at Village Hall)
February 14, 2022 Meeting Minutes

Finance Committee Meeting: 6:30 p.m. Robotka and Dethlefsen reviewed vouchers.

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:47 p.m.

Roll Call: LeeAnn Kittleson, Nancy Nelson, Karen Robotka, Valerie Virch, Bruce Dethlefsen, and Director Anna Ludwig present.

Agenda: Motion by Nelson to approve Agenda. Second by Robotka. Motion carried 5-0.

Minutes: Motion by Kittleson to approve the minutes from the regular January 10, 2022 meeting and the January 19, 2022 special meeting. Second by Robotka. Motion carried 5-0.

Public Comments: None.

Reports:

A. Financial Reports

Motion by Robotka to approve monthly vouchers. Second by Dethlefsen. Motion carried 5-0.
Roll call vote: Nelson – yes; Dethlefsen – yes; Robotka – yes; Virch – yes; and Kittleson – yes.
Monthly income and expense reports from Director.

B. Director's Report

- 1-) Monthly statistics/user data presented.
- 2-) Calendar reviewed. Director's vacation will be May 20 to 27, 2022.
- 3-) Programming update. February 25, Fairy Tale Group. March 17, Cooking Class
- 4-) Moving/Renovation updates. None.
- 5-) Strategic plan actions and update – will share at the March meeting.

C. Friends of the Library Report by Karen Robotka. Friends made \$800 (est.) on the bakesale at Virch's Hardware.

Unfinished Business:

- A. Library Renovations** Drywall and painting near completion. Motion by Kittleson to replace six additional windows during the current renovation at a cost of \$15,550.00. Second by Nelson.
Roll call vote: Nelson – yes; Dethlefsen – yes; Robotka – yes; Virch – yes; and Kittleson – yes.
Motion carried 5-0. No ad hoc committee report. Grand Opening tentatively scheduled for June 12, 2022.
- B. Library Operations and Covid 19**
No change in library procedures. Masks are still required.

New Business:

A. Approval of 2022 Annual Report

Motion by Dethlefsen to approve the 2022 Annual Report. Second by Virch. Motion carried 5-0.

B. Revision of credit limit for Director on village credit card

Motion by Nelson to raise the Director from \$500 to \$2500 annually. Second by Virch. Motion carried 5-0.

C. Determine plan for maturing US Bank CD

Motion by Nelson to close and transfer US Bank funds to open a new Money Market account at the National Exchange Bank (estimated amount \$113,000) and to require two Board member signatures from: Karen Robotka, LeeAnn Kittleson, or Valerie Virch. Second by Robotka.

Adjourn Motion by Nelson to adjourn at 9:00 p.m. Second by Virch. Motion carried 5-0.

Next meeting: March 14, 2022.