

Ethel Everhard Memorial Library Board of Trustees
July 12, 2021 Meeting Minutes

Finance Committee Meeting: 6:30pm. Dethlefsen & Christensen reviewed vouchers.

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 7:00 pm.

Roll Call: LeeAnn Kittleson, Karen Christensen, Nancy Nelson and Bruce Dethlefsen present. Karen Robotka absent (Robotka arrived at 8:59pm).

Agenda: Dethlefsen moved to approve Agenda. Second by Christensen. **MC — 3 yes, 0 no**

Minutes: Motion by Christensen, second by Kittleson to approve Minutes from the regular June 14, 2021 meeting. **MC – 3 yes, 0 no**

Public Comments: Kittleson read email received from Paula Christensen (member of The Friends) re furnishings/content to consider during library renovation.

Reports:

A. Financial Reports

Motion by Christensen, second by Dethlefsen to approve monthly vouchers. **MC – 3 yes, 0 no** Roll Call Vote: Kittleson – yes; Christensen – yes; Nelson – yes; Dethlefsen – yes.

Income & Expense Reports presented

B. Director's Report

a) Monthly Statistics/User Data presented

b) Calendar reviewed: possibly READ Dog Days of Summer event in August, Storytime (to be held outdoors) planned to restart in September, adult programming re: gardening (contacting UW-Extension Master Gardeners)

c) Summer Reading Program Update: 20 children, 1 teen and 5 adults

d) Strategic Plan: nothing to report on and will revisit at a later board meeting

e) Grant Monies update (LVMC) Literacy Volunteers of Marquette County awarded Library \$300 which will be used for library kits for children/adults

f) Money Collection alternative: There is a daily programmable cash management app available through Winnefox and already on our system; will try system for a period of time to evaluate.

C. Friends of the Library – report read by Nelson from Robotka indicated *Book & Bake Sale* proceeds totaling \$1,099.77. Sale will be continued and handled as lobby sales through July 24 to facilitate moving current inventory. Information will appear in the *Marquette County Tribune* this week. We will not be accepting further donations at this time.

We will begin *Silent Auction* set-up July 26 for event to be held August 12-13-14.

D. Susan Murlot, library assistant, has submitted her resignation in favor of full-time employment, effective in 2 weeks. Library Director Anna Dinkel will begin search for a replacement.

Unfinished Business:

A. Library Renovations

Kittleson presented concerns from Village Attorney upon review of the General Agreement/Scope of Services from Strand & Associates. A revised General Agreement was

received and Kittleson will sign.

There was discussion re: the Renovation Funding recap that will be presented to the village board with regard to the asterisked statement "Consideration in 2028 to apply a portion of these funds toward the loan the village is obtaining on behalf of the library." *Explanation: In 2028 the library will receive a presumed significant sum of money as the final payout from the Ethel Everhard Trust. By then the village will have paid \$41,956 in interest, \$47,461 in principal with a balance of \$127,538. If the library would consider paying half of that remaining balance, \$63,769, the village could possibly pay off the loan at that time and save a lot of remaining interest for the taxpayers.*

The Library Board will revisit this in 2028.

B. Library Operations and Covid-19: Continue to clean solid surface table/countertops and computer keyboards.

New Business

A. Election of Library Board Officers: Motion by Christensen, second by Nelson that Kittleson and Robotka remain as President and Vice President; motion by Kittleson, second by Nelson that Dethlefsen will serve as Secretary. **MC — 3 yes, 0 no**

B. Unreturned items from pandemic: Approximately \$1,400 in unreturned items and fines -- phone calls will be made urging the return of items and overdue fines will be waived.

C. DPI Retention Rates: Kittleson moved to have Director start purging files, second by Robotka. **MC — 3 yes, 0 no**

D. Family Search Affiliate Library: Nelson moved, second by Dethlefsen to install free system for a period of one year with option to renew following that. **MC — 3 yes, 0 no**

Adjourn: Nelson moved to adjourn at 9:59pm, second by Kittleson.

Next Meeting

August 9, 2021

Minutes recorded by Nancy Nelson