

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

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

Presiding Officer: Vice president Karen Robotka called the meeting to order at 6:45 p.m.

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

Agenda: Motion by Nelson to approve Agenda. Second by Virch. Motion carried 4-0.

Minutes: Motion by Nelson to approve amended minutes from the regular February 14, 2022 meeting. Second by Virch. Motion carried 4-0.

Public Comments: Thank you note from Westfield Schools for donation to high school trip fund.

Reports:

A. Financial Reports

Motion by Dethlefsen to approve monthly vouchers. Second by Robotka. Motion carried 4-0.
Roll call vote: Nelson – yes; Dethlefsen – yes; Robotka – yes; and Virch – yes. Monthly income and expense reports from Director.

B. Director's Report

- 1-) Monthly statistics/user data presented. Circulation up in February.
- 2-) Calendar reviewed.
- 3-) Programming update. Cooking Class March 24. Little Mermaid Jr. community event March 26. 10 a.m. to 12 p.m. Story time and tech programs continue.
- 4-) Moving/Renovation updates. None.
- 5-) Billing adjacent counties - information and discussion. Library will bill Waushara, Green Lake, and Columbia County per previous resolution set in 2021.

C. Friends of the Library Report by Karen Robotka. Next meeting March 22 at 1 p.m. Friends looking to involve local art class in designing their logo.

New Business:

Staff member evaluation update and Employee Evaluation

- 1-) Motion to move into closed session by Nelson. Second by Dethlefsen. Motion carried 4-0.
Roll call vote: Nelson – yes; Dethlefsen – yes; Robotka – yes; and Virch – yes.
- 2-) WI Statute 19.85 (c) *Considering employment, promotion., compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*
- 3-) Motion by Dethlefsen to move back into open session. Second by Nelson. Motion carried

4 – 0. Roll call vote: Nelson – yes; Dethlefsen – yes; Robotka – yes; and Virch – yes.

Unfinished Business:

- A. **Plan for matured US Bank CD** Motion by Nelson to establish Meghan Hockerman as a bonded financial signatory for US Bank CD and money market account transfer to National Exchange Bank and Trust. Second by Virch. Motion carried 4-0.
- B. **Library Renovations** No committee report. \$25,000 donation from NEBAT Foundation to furniture replacement fund. Furniture has been ordered from Nation Business Furniture and K-Log. Countertops and painting done. Internet connection being established.
- C. **Library operations and COVID-19** Motion by Virch to change library status to No Masks Required. Second by Robotka. Motion carried 3-1.

Adjourn Motion by Nelson to adjourn at 8:17 p.m. Second by Virch. Motion carried 4-0.

Next meeting: April 11, 2022.