

Elkader Public Library Board of Trustees
Regular Board Meeting – Tuesday, December 8, 2020

1. Call to Order – Chairman Frank Phippen called the meeting to order. Board members present were: Jennifer Wilwert, Bob Griffith, John Gnagy, Susanne Hankey, and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Hankey moved to approve the agenda. Garms seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Wilwert moved to approve the November minutes. Griffith seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Garms moved to approve the payment of bills. Gnagy seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
 - a. Reopening/Pandemic Plan – It was recommended to start allowing appointments on Fridays.
8. New Business
 - a. Budget for FY2021/22 – Gnagy moved to add a 3% increase to the part-time salaries line on the presented proposed budget. Garms seconded. Motion carried.
 - b. Holiday Schedule 2021 – Wilwert moved to approve holidays including: 2021 - 1/1, 2/15, 5/31, 7/4, 7/5, 9/6, 11/11, 11/25, 11/26, 11/27, 12/24, 12/25, 12/31; 2022 – 1/1. Gnagy seconded. Motion carried.
 - c. Director Evaluation – Members of the Board will meet at 5:00 PM on December 15, 2020, to add their thoughts to one document.
 - d. Trustee Training: Director Evaluation – Reviewed.
9. Friends of Library Report – Reviewed the November minutes.
10. Public Comments – There was discussion regarding the microfilming of newspapers and the payment to do so.
11. Adjournment – Garms moved to adjourn. Wilwert seconded. Motion carried. The meeting adjourned at 5:53 PM. Next meeting is scheduled for January 12, 2021 at 5:00 PM.

Respectfully submitted,
Jennifer Garms, Secretary