

**Eager Free Public Library
Board of Trustees Meeting
Meeting Minutes from January 28, 2020**

1. Call to Order

President Eloise Eager called the meeting to order at 5:30 p.m. Trustees present: Eager, Sharon Cybart, Susan Kruser, Gwen Clendenning, Wally Shannon, Vicki Lecy-Luebke

Also present: Library Director Megan Kloeckner

Absent: Mandi Firgens

2. Approval of December Meeting Minutes

Shannon moved to approve the December 19 meeting minutes; Kruser seconded the motion. Motion carried.

3. Public Comment

None

4. January Bills

Shannon moved to approve the bills as presented; Cybart seconded the motion.

Roll call: Ayes—Eager, Kruser, Clendenning, Lecy-Luebke, Cybart, Shannon. Motion carried.

5. Librarian's Report

Kloeckner distributed "January Report" which documented circulation and programming statistics, technology usage, and budget expenditures. A comparison of January-December 2018 to January-December 2019 "Items Out" shows an increase of 7.88%. Items lent to SHARE libraries increased 26.5%. Attendance at programs (not including Wednesday and Friday morning programs) for the year totaled 2,707. Computer usage this year increased to 52.92%, compared to usage last year. Kloeckner also reported 99.58% of the budget for 2019 was spent.

6. Treasurer's Report

Clendenning distributed the "2019 Annual Report." She reported Fidelity investments were equally divided between savings and checking accounts. She is also looking into companies for auditing purposes.

7. ALS Board Report

Eager reported a strategy plan will be upcoming.

8. Old Business

- a. Expansion
Kloeckner reported the tile will be replaced in the entryway on February 6th and 7th. Also, the 150 Women plaque placement was discussed, as well as placement of another recognition plaque. Eager reported the library will be receiving two pictures from Jonathan Wilde and his father John Wilde. EFPL will pay for the framing of the historic picture by John Wilde.
- b. Strategic Plan
Kloeckner reported no new information.
- c. Fax Line
Kloeckner noted she cancelled with AT&T and is seeking a less expensive company.
- d. Stained Glass Cleaning
Kloeckner reported Tony Ryerson will be taking care of this task.

9. New Business

- a. Personnel Policy
After a thorough examination and discussion of the policy that Kloeckner had forwarded to the Board, Shannon moved to approve the policy with corrections noted. Lecy-Luebke seconded the policy. All approved. Motion carried.
- b. Friends Space
Board members toured the area that the Friends of the Library will be using. Shelving and other items will try to be coordinated with the “look” of the rest of the library.
- c. Staff Training
The library will open at 1:00 on March 6 so that all staff may attend a training in Beloit that will focus on homelessness and the role a library plays. Training will take place from 9 a.m. until noon.
- d. Knox Box
Kloeckner was approached by the fire inspector about locating a key to the building outside of the building. Kloeckner will check with city administrator Ian Rigg to see if funds may be taken from city budget.

10. Adjourn

Due to a short absence of President Eager, Assistant President Susan Kruser called for adjournment. Cybart moved to adjourn the meeting; Lecy-Luebke seconded the motion. Meeting adjourned at 6:47 p.m.

Next meeting: February 25, 2020

Minutes by: Trustee Lecy-Luebke

Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.