

**Elkader Public Library Board of Trustees**  
**Regular Board Meeting – Tuesday, December 14, 2021**

1. Call to Order – President Jennifer Wilwert called the meeting to order. Board members present were: John Gnagy, Kim Warpinski, Bob Griffith, Susanne Hankey, Joe Minor, and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Garms moved to approve the agenda. Minor seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Hankey 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. Griffith seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
  - a. Pandemic Plan, Modified – The Board reviewed Phase 3.5 (currently in use).
8. New Business
  - a. Library Budget – The Board discussed the budget. Gnagy moved to approve proposing a budget with a salary increase of five percent and a total budget of \$108,203. Warpinski seconded. Motion carried.
  - b. Library Holiday Schedule, 2022 – Minor moved to approve the holidays including: 2022 >> 1/1, 1/3 (half), 2/21, 5/30, 7/4, 9/5, 11/11, 11/24, 11/25, 11/26, 12/23 (half), 12/24, 12/26, 12/31; 2023 >> 1/2. Griffith seconded. Motion carried.
  - c. Library Director Evaluation – The Board will complete the evaluation and provide to the director.
  - d. Trustee Training: Trustee Handbook, Chapter 10 – Reviewed.
9. Friends of Library Report – Reviewed November minutes.
10. Public Comments – None.
11. Adjournment – Gnagy moved to adjourn the meeting at 6:05 PM. Garms seconded. Motion carried. Next meeting is scheduled for January 11, 2022 at 5:00 PM.

Respectfully submitted,  
Jennifer Garms, Secretary/Treasurer