

**Elkader Public Library Board of Trustees**  
**Regular Board Meeting – Tuesday, December 13, 2022**

1. Call to Order – President Jennifer Wilwert called the meeting to order. Board members present were: John Gnagy, Joe Minor, Susanne Hankey, Bob Griffith, Kim Warpinski, and Jennifer Garms. Also in attendance were Library Director Lisa Pope.
2. Approval of the Agenda – Griffith moved to approve the agenda. Hankey seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Minor moved to approve the November minutes. Hankey seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Garms moved to approve the payment of bills. Warpinski seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
  - a. Windows in Children’s Room – Waiting on a panel to complete the project.
8. New Business
  - a. Budget 2023-24 – The Board discussed the budget. Gnagy moved to approve proposing a budget with a salary increase of five percent and a total budget of \$112,074. Warpinski seconded. Motion carried.
  - b. Holiday Closings Calendar – Warpinski moved to approve the holidays including: 2023 >> 1/2, 2/20, 5/29, 7/4, 9/4, 11/11, 11/23, 11/24, 11/25 (half), 12/22, 12/23, 12/25, 12/30; 2024 >> 1/1. Griffith seconded. Motion carried.
  - c. Director Evaluation – The Board will meet to jointly complete a review following the meeting.
  - d. New Window Shades or Blinds – Pope will look for quotes.
  - e. Trustee Training: Library Staff Security – Reviewed.
9. Friends of Library Report – Reviewed November minutes.
10. Public Comments – None.
11. Adjournment – Griffith moved to adjourn the meeting at 5:45 PM. Minor seconded. Motion carried. Next meeting is scheduled for January 10, 2023 at 5:00 PM.

Respectfully submitted,  
Jennifer Garms, Secretary/Treasurer