

Elkader Public Library Board of Trustees
Regular Board Meeting – Tuesday, October 10, 2023

1. Call to Order – President Jennifer Wilwert called the meeting to order. Board members present were: Susanne Hankey, Matthew Wilke, Joe Minor, Bob Griffith, and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Hankey moved to approve the agenda. Griffith seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Garms moved to approve the September minutes. Wilke seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Wilke moved to approve the payment of bills. Griffith seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
 - a. Job Ad for Director Position: The ad with run on October 18th an 25th.
 - b. Select Interview Committee: Board President Plus Two Members: Jennifer Wilwert, Jennifer Garms, and Joe Minor will serve on the committee. A replacement will fill if there is a conflict of interest.
8. New Business
 - a. Review/Revise Director Job Description: The Board reviewed the job description for final changes.
 - b. Discuss Other Aspects of Hiring New Director: Board members are asked to provide interview questions for the next meeting.
 - c. Approve 2024 Holiday Schedule: Minor moved to approve the holidays including: 2024 >> 1/1, 2/19, 5/27, 7/4, 9/2, 11/11, 11/28, 11/29, 11/30 (half), 12/24, 12/25, 12/31 (half); 2025 >> 1/1. Hankey seconded. Motion carried.
 - d. Trustee Training: Banned Books & Censorship Statistics – Reviewed.
9. Friends of Library Report – No minutes to review.
10. Public Comments – None.
11. Adjournment – Garms moved to adjourn the meeting at 5:56 PM. Minor seconded. Motion carried. Next meeting is scheduled for November 14, 2023 at 5:00 PM.

Respectfully submitted,
Jennifer Garms, Secretary/Treasurer, pro tem