

## Meeting Minutes

### Ellsworth Public Library Board of Trustees Meeting

Tuesday, March 31, 2015

5:00 p.m.

Ellsworth Public Library (Senior Center), 312 West Main St., Ellsworth, WI 54011

### AGENDA

#### I. Call to order

The meeting was called to order at 5:00pm by President Judy Perkins.

#### II. Establish a quorum

In attendance were Judy Perkins, Dawn Schulte, Angie Bjork, Curt Wandmacher, Sharon Hofmeister and Tiffany Meyer.

#### III. Certification of compliance with Open Meeting Law

Open meeting law compliance was met.

#### IV. Approve agenda

A motion was made by Curt Wandmacher to approve the agenda, seconded by Dawn Schulte. Motion carried.

#### V. Approve minutes from the February 24, 2015 Meeting

A motion was made by Dawn Schulte to approve the agenda, seconded by Angie Bjork. Motion carried.

#### VI. Current Business

- A. Review and approval of financial reports - A motion was made by Curt Wandmacher to approve the agenda, seconded by Dawn Schulte. Motion carried.
- B. Audit and approval of monthly expenditures - A motion was made by Dawn Schulte to approve the agenda, seconded by Sharon Hofmeister. Motion carried.
- C. Review and approval of director's report - A motion was made by Dawn Schulte to approve the agenda, seconded by Angie Bjork. Motion carried.
- D. Discussion and action: Remaining 2014 ACT 150 funds –A motion was made by Sharon Hofmeister to have Peggy Nelson invest the ACT 150 monies in either a CD or Money Market account, selecting the account paying the highest interest rate. If a CD is selected, purchase a 12 month CD. Motion seconded by Curt Wandmacher. Motion carried.
- E. Discussion and action: Employee wages - A motion was made by Sharon Hofmeister to implement the wage increase as of March 29, 2015, seconded by Angie Bjork. Motion carried.
- F. Discussion and action: Purchase of Tablets for Board Meetings – A motion was made by Sharon Hofmeister to purchase 6 Samsung tablets with keyboards to be used by the Library Board members as recommended by Kris Schwartz at IFLS, seconded by Angie Bjork. Motion carried.
- G. Discussion and action: Patron Privacy and Debt Collection – No action taken pending legislative changes which are being pursued by the Wisconsin Library Association.

#### VII. New Business

- A. Discussion and action: Library Card Policy – A motion was made to add additional wording to the existing policy by Dawn Schulte, seconded by Curt Wandmacher. Motion carried.
- B. Roll call vote to hold closed session for preliminary board consideration of personnel issue as authorized by Wisconsin Statutes Section 19.85(1)(c) – Dawn Schulte moved to enter closed session, seconded by Curt Wandmacher. Present were Dawn Schulte, Curt Wandmacher, Sharon Hofmeister, Angie Bjork, Judy Perkins and Library Director Tiffany Meyer. Motion carried.
- C. Reconvene in open session – Sharon Hofmeister made a motion to reconvene in open session, seconded by Angie Bjork. Present were Dawn Schulte, Curt Wandmacher, Sharon Hofmeister, Angie Bjork, Judy Perkins and Library Director Tiffany Meyer. Motion carried.

**VIII. Adjournment** – A motion was made by Sharon Hofmeister to adjourn the meeting, seconded by Angie Bjork at 6:13pm

Minutes submitted by Sharon Hofmeister, Secretary.

Next Meeting: April 28, 2015 at 5:00 p.m.

# Director's Report

## March 31, 2015

### 1. February Statistics:

- a. Total circulation: 4,831
- b. Public access computer use: 399 sessions; 12,732 minutes
- c. Overdrive downloadable media: 343
- d. Door count: 2,492
- e. New cards: 28

### 2. Activities/Programs

#### a. January programs:

Legos in the Library	2/24/15	1
Preschool Storytime	2/27/15	22
Preschool Storytime	3/5/15	8
Tech Time at PSL	3/5/15	2
Preschool Storytime	3/6/15	14
PJ Storytime	2/5/15	3
Make Way for Play	3/12/15	3
Preschool Storytime	3/13/15	12
Teen Pizza & Pages	2/17/15	2
Family Movie Night	3/17/15	15
EMS Tour	3/18/15	13
Preschool Storytime	3/19/15	10
Morning Book Club	2/19/15	5
Preschool Storytime	3/20/15	6
Preschool Storytime	3/23/15	7
Legos in the Library	3/24/15	1
Mystery Quilt Show & Tell	3/26/15	27
Preschool Storytime	3/27/15	21

#### b. Upcoming Programs

- i. Spring Teen and Adult Reading Programs begin 4/1/15
- ii. Quilt Display 4/6/15 through end of month
- iii. National Library Week open house 4/13/15-4/18/15

### 3. Facilities/Equipment/Services

- a. Article in Herald re: programs for young children; invitation to write monthly column
- b. Accelerated Reader labeling to assist students and parents in finding books

### 4. Personnel

- a. Staff meeting 3/5 – discussed breaks and uniforms
- b. Special Projects: Laurie – updating website; Margaret – patron aliases; Madeline – AR research
- c. Staff Training: 3/6 – Patron Privacy w/ Gus Falkenberg (All Staff); 3/20 – Connecting with Community (Tiffany via IFLS); 3/25 – Genealogy Library Services (Madeline via UW-Madison)

### 5. Friends of the Library

- a. Developed plan for the remainder of 2015 (with Bobbie Sawyers and Jeanette Wright on 3/19)

### 6. Building/Space Committee update

- a. Next scheduled meeting – Mon., Apr. 13, 6:30 p.m.