# Ellsworth Public Library Board of Trustees Meeting Minutes Tuesday, December 20, 2016

The monthly meeting of the Ellsworth Public Library was called to order by President Judy Perkins at 5:04 p.m.

Establish a quorum - In attendance were Judy Perkins, Curt Wandmacher, Angie Bjork, Sharon Hofmeister, Dawn Schulte, Karen Solyntjes and Library Director Tiffany Meyer. Absent: Sue Potter.

Compliance with Open Meeting Law was met.

Dawn Schulte approved the agenda, seconded by Karen Solynties. Motion carried.

Curt Wandmacher made a motion to approve the minutes of the November 2016 meeting, seconded by Angie Bjork. Motion carried.

#### **Current Business**

- 1. Dawn Schulte made a motion to approve the financial report, seconded by Sharon Hofmeister. Motion carried.
- 2. Sharon Hofmeister made a motion to approve the monthly expenditures, seconded by Karen Solyntjes. Motion carried.
- 3. Karen Solyntjes made a motion to approve the director's report, seconded by Angie Bjork. Motion carried.
- 4. Tiffany updated the library board on the building project. No action needed at this time.
- 5. Bank Mutual CD will roll over. No action needed at this time.

#### **New Business**

- A. Curt Wandmacher made a motion to approve the staff wages as a 2% increase for 2017, seconded by Dawn Schulte. Motion carried.
- B. Dawn Schulte made a motion to approve the 2017 budget, seconded by Angie Bjork. Motion carried.
- C. Discussed the secretary position. Karen Solyntjes will take over the position in February.

Curt Wandmacher made a motion to adjourn the meeting, seconded by Dawn Schulte. Motion carried. Meeting adjourned at 5:33 p.m.

Next Meeting: January 31, 2017 at 5pm

# Director's Report December 20, 2016

#### 1. November Statistics:

a. Total circulation: 5,838 (up from 4,848 in 2015)

b. New patrons: 12c. New items: 374

d. Public access computer sessions: 405 (up from 344 in 2015)

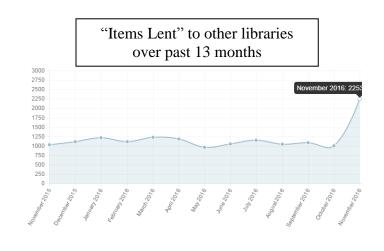
e. Wireless sessions: 725 f. E-materials checkouts: 398

g. Website Visits: 727h. Door count: 2,888

# 2. Activities/Programs

a. November/December:

November/December.		
Discovering America	11/30	34
Morning Book Club	12/1	4
Preschool Storytime	12/2	15
PJ Storytime	12/6	43
Cooking from Scratch	12/8	11
Preschool Storytime	12/9	13
STEAM	12/10	13
Tech Time	12/12	3
Atrium Outreach	12/13	9
PSL Outreach	12/14	10
Make & Take	12/15	20
Preschool Storytime	12/16	13



#### b. Upcoming:

- i. Focus on Teen Reading in January
- ii. "Who Will Speak for You When You Can't Speak for Yourself" with Julie Holle Jan. 17, 10 a.m.
- iii. "Music from the Backyard & Front Porch" with Lauren Pelon, Jan. 25, 1:30 p.m.

#### 3. Facilities/Equipment/Services

a. New signage installed Dec. 9 by David Markson of Sign & Design

#### 4. Personnel & Volunteers

- a. Meetings: Village Board, Dec. 5 (Tiffany); Acquisitions, Dec. 8 (Tiffany); Play & Learn curriculum planning, Dec. 8 (Tiffany); Digital marketing, Dec. 9 (Laurie, Darcy, Tiffany); January programs, Dec. 14 (Laurie, Florence Jeanne, Tiffany); MORE Operations Committee, Dec. 19 (Laurie); Staff meeting, Dec. 20 (all staff)
- b. Training: Boopsie Mobile App webinar, Dec. 6 (Tiffany); Troubleshooting OverDrive webinar, Dec. 8 (Darcy); Data Clean-up Workshop, Dec. 15 (Tiffany)
- c. Darcy Behringer completed introductory period Dec. 5

## 5. Friends of the Library

a. Next scheduled meeting – Jan. 5, 5 p.m.

## 6. Building/Space Committee update

a. Next scheduled meeting – TBD