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Ellsworth Public Library Board of Trustees Meeting Minutes

Tuesday March 29, 2016

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The monthly meeting of the Ellsworth Public Library was called to order by President Judy Perkins at 5 pm.

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

Compliance with Open Meeting Law was met.

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

Curt Wandmacher made a motion to approve the minutes of the February 2016 meeting, seconded by Karen Solyntjes. Motion carried.

**Current Business**

1. Sharon Hofmeister made a motion to approve the financial reports, seconded by Angie Bjork. Motion carried.
2. Karen Solyntjes made a motion to approve the monthly expenditures, seconded by Dawn Schulte. Motion carried.
3. Angie Bjork made a motion to approve the director's report, seconded by Sharon Hofmeister . Motion carried.
4. Karen Solyntjes made a motion to approve Library Clerk job description, seconded by Angie Bjork. Motion carried.

**New Business**

A. Dawn Schulte made a motion to approve the Building and Space Committee's recommendation to move forward with pursuing the purchase of the BMO Harris Bank Building, seconded by Angie Bjork. Motion carried.
B. Curt Wandmacher made a motion to accept the Plummer Concrete bid for the repair of the sidewalks and installation of handrails after review of the bid by Greg Engeset and verification of the work by Plummer Concrete. Seconded by Sharon Hofmeister. Motion carried.
C. Library Director Tiffany Meyer updated the board on recent legislative changes that allow libraries to contact local law enforcement agencies to aid in the recovery of library materials of a $50 value or more.
D. Curt Wandmacher made a motion to enter into closed session pursuant to Wisconsin Statutes Section 19.85(1)(c), seconded by Karen Solyntjes. Motion carried. Roll call taken. Present: Judy Perkins, Angie Bjork, Curt Wandmacher, Dawn Schulte, Karen Solyntjes, Sharon Hofmeister, and Library Director Tiffany Meyer.
E. Curt Wandmacher made a motion to enter into open session, seconded by Dawn Schulte. Motion carried. Roll call taken. Present: Judy Perkins, Angie Bjork, Curt Wandmacher, Dawn Schulte, Karen Solyntjes, and Sharon Hofmeister.
F. Curt Wandmacher made a motion to approve a LOA for up to 60 days for Florence La Beau, seconded by Angie Bjork. Motion carried.

G. Sharon Hofmeister made a motion to approve a LOA for up to 60 days for Jeanne Friedell, seconded by Angie Bjork. Motion carried.
H. Sharon Hofmeister made a motion to approve a substitute library clerk position job description, seconded by Karen Solyntjes. Motion carried.
I. Curt Wandmacher made a motion to use the library clerk base pay rate as the substitute library clerk pay rate, seconded by Angie Bjork. Motion carried.
J. Sharon Hofmeister made a motion to approve the library intern job description and to hire an intern for 2016 at the base pay rate of $10.00, seconded by Curt Wandmacher. Motion carried.

Dawn Schulte made a motion to adjourn at 6:25pm, seconded by Karen Solyntjes. Motion carried.

Submitted by Sharon Hofmeister, Secretary

Next Meeting: April 26, 2016 at 5:00 p.m

# Director's Report
# March 29, 2016

1. February Statistics:
   a. Total circulation: 5,960 (up from 5,756 in 2015)
   b. New patrons: 27
   c. New items: 301
   d. Public access computer sessions: 400
   e. Wireless sessions: 431
   f. E-materials checkouts: 363
   g. Website Visits: 1,295
   h. Door count: 3,031 (up from 2,492 in 2015)

2. Activities/Programs
   a. February/March:

| Program | Date | Count |
|---|---|---|
| PJ Storytime (Dan Woll) | 2/23 | 35 |
| Make & Take: Winter | 2/24 | 7 |
| Mother Goose Corner | 2/25 | 11 |
| Ancient Arts for Teens | 2/25 | 6 |
| Preschool Storytime | 2/26 | 19 |
| Winter Whiteout Bingo | month of February | 84 adults, 5 teens |
| Mystery Quilt Program | January/February | 44 participants |
| Mystery Quilt Reveal | 3/1 | 29 |
| Atrium Outreach | 3/1 | 9 |
| Mother Goose Corner | 3/3 | 5 |
| PSL Outreach | 3/3 | 11 |
| Tech Time | 3/3 | 3 |
| Preschool Storytime | 3/4 | 13 |
| Drawing with Derek | 3/4 | 7 |
| Carpenter Nature Center | 3/8 | 34 |
| Art w/ Rebecca | 3/9 | 6 |
| Mother Goose Corner | 3/10 | 7 |
| Morning Book Club | 3/10 | 4 |
| Preschool Storytime | 3/11 | 31 |
| Author Visit: Jim Landwehr | 3/11 | 11 |
| American Girl: Grace | 3/12 | 13 |
| Legos in the Library | 3/15 | 19 |
| 1,000 Books B4K promo at Lindgren screening | 3/16 | 22 new participants |
| Bookmaking for Adults | 3/19 | 7 |
| PJ Storytime: Easter | 3/22 | 7 |
| Make & Take: Easter | 3/23 | 7 |
| Preschool Easter Egg Hunt | 3/24 | 27 |

b. Upcoming:
        i. School Art Show going up early April
        ii. Volunteer Appreciation Party April 11
        iii. National Library Week open house April 11-16
        iv. April is Humor Month – special giveaways at circulation desk throughout month

3. Facilities/Equipment/Services
    a. New laptops (2) have arrived and are available for public use within the library
    b. Estimates for sidewalk/stair repair to west and north of library building received (see New Business)
    c. Driver's Education practice tests available on our website (Youth/Teens/Explore)

4. Personnel
    a. Staff training: Feb. 24 – Storytime observation in Hudson (Florence); Feb. 25 – Reader's Advisory for All webinar (Florence, Jeanne); Feb. 26 – Device Training in Menomonie (Jeanne, Laurie); Mar. 6 – Geocaching Research (Darcy); Mar. 31 – Cataloging Training scheduled (Darcy, Laurie, Margaret)
    b. Staff meeting: March 10 – discussed policy on materials leaving the building, teen programs and issues related to check-in of materials
    c. Director assigned new mentor, attended meeting March 9
    d. Director attended MORE Director's Council meeting March 18

5. Friends of the Library
    a. Officially registered as a charitable organization with the state
    b. Working on membership brochures
    c. Next meeting – May 5 at 5:00 p.m.

6. Building/Space Committee update
    a. Met March 28
    b. Made formal recommendation on alternative library space (see New Business)
    c. Next scheduled meeting – TBD