

Ellsworth Public Library Board of Trustees Meeting Minutes
Tuesday, October 24, 2017

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by board president, Judy Perkins, at 5:00 p.m. It was held at the Ellsworth Public Library.

A quorum was established. In attendance were Judy Perkins, Curt Wandmacher, Dawn Schulte, Sharon Hofmeister, Karen Solyntjes, Renee Whipple, and Library Director, Tiffany Meyer. Angie Bjork was absent.

Compliance with the open meeting law was met. The mission statement was read.

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

Sharon Hofmeister made a motion to approve the minutes of the September 19, 2017 meeting, seconded by Karen Solyntjes. Motion carried.

Current Business

The board reviewed the financial report. Karen Solyntjes made a motion to approve the financial report, seconded by Renee Whipple. Motion carried.

The board audited the monthly expenditures. Curt Wandmacher made a motion to approve the expenditures, seconded by Dawn Schulte. Motion carried.

The director's report was presented by Tiffany Meyer. A motion was made by Sharon Hofmeister to approve the director's report, seconded by Curt Wandmacher. Motion carried.

Money Market Accounts were reviewed and the board discussed the goal of attaining better interest rates. Dawn Schulte made a motion to withdraw a portion of the funds currently in a State Farm Money Market account and combine it with funds currently in a Bank Mutual Money Market Account to invest in a CD for \$100,000.00 at Bank Mutual that will gain a higher return than the money market accounts. Motion seconded by Sharon Hofmeister. Motion carried.

The EPL general policy is being updated. The committee is continuing this task.

The EPL Budget for 2018 was discussed. It will be finalized in November.

New Business

The library is seeking alternate sites for providing programs that require more space than the library can accommodate. Cost and proximity are both factors.

Discussion regarding renewal date options. There will be changes made in the future.

Tiffany explained there will be changes coming regarding the rules for checking out materials from the EPL that belong to another library. The lending library rules would be followed rather than the owning library.

Discussion regarding a data breach. Patrons have been notified by email.

Discussion and revision made to the EPL Personnel Handbook in section XXVI. Sick Leave. Clarification was needed in a portion of a sentence currently written as follows.

(part-time employees based on pro-rated hours)

Curt Wandmacher made a motion to add the words “with benefits” after the words “part-time employees”. Dawn Schulte seconded the motion. Motion carried.

Discussion ensued regarding building maintenance. More information is needed. Carbon monoxide detectors will be purchased.

There was discussion regarding an engineering assessment. More information will be gathered.

The meeting adjourned at 6:18 p.m. Next Meeting: November 28, 2017 at 5 p.m.

Director's Report October 24, 2017

1. September Statistics:

- a. Total circulation: 5,507
- b. New patrons: 12
- c. New items: 290
- d. Public access computer sessions: 430
- e. Wireless sessions: 800
- f. E-materials checkouts: 401 (up from 343 Sep. 2016)
- g. Website Visits: 661
- h. Door count: 2,739

2. Activities/Programs

a. September/October:		
Legos in the Library	9/19	16
Play & Learn	9/20	14
Fitness & Fun: Yoga	9/21	15
Make & Take: Fuse Beads	9/21	17
Family Movie Night	9/26	21
Play & Learn	9/27	21
Tribute to Elvis & Superstars	9/27	88
Teen Maker Meet-Up	9/28	5
Eat Well on \$4 a Day	9/28	22
Atrium Outreach	10/3	9
Play & Learn	10/4	18
PSL Outreach	10/5	9
Fitness & Fun: Yoga	10/5	15
Storytime: Autumn Colors	10/6	9
PJ Storytime: Halloween	10/10	24
Play & Learn	10/11	18
Morning Book Club	10/12	6
Create a Cook: Apples	10/12	7
Fitness & Fun: Walking	10/12	10
Storytime: Fire Safety	10/13	15
STEAM: Buoyancy	10/14	18
Identity Theft	10/17	31
Legos in the Library	10/17	17
Play & Learn	10/18	16
Fitness & Fun: Yoga	10/19	12
Make & Take: Halloween	10/19	11
Tech Time	10/23	3

Elvis & the Superstars
Sep. 27, 2017



- b. Upcoming:
 - i. Little Free Library, Oct. 25, 1:30 p.m.
 - ii. Teen Pirate Party, Nov. 2, 5 p.m.
 - iii. STEAM: Marbles, Nov. 11, 10:30 a.m.
 - iv. Family Matters: Advance Funeral Directives, Nov. 14, 10 a.m.

3. Facilities/Equipment/Services

- a. Two circulation computers purchased, installed Oct. 20
- b. Furnace and ductwork maintenance

4. Personnel & Volunteers

- a. Meetings: Village budget, Sep. 20 (Curt, Tiffany); Ellsworth Chamber, Sep. 28 (Florence); IFLS Advisory Council of Librarians, Oct. 2 (Tiffany); Village Board, Oct. 2 (Curt, Tiffany); Asst. Librarians, Oct. 5 (Darcy, Jeanne, Laurie, Tiffany); Village budget, Oct. 10 (Curt, Tiffany); Staff meeting, Oct. 12 (all staff); November calendar meeting, Oct. 12 (Florence, Jeanne, Darcy, Tiffany); Library Policy committee, Oct. 16 (Judy, Sharon, Tiffany)
- b. Training: MORE Training, Oct. 3 (all EPL staff, plus staff from Pepin and Spring Valley); STEAM webinar, Oct. 4 (Florence); WLA Conference, Oct. 17-20 (Florence, Tiffany); Pierce County Jail volunteer training, Oct. 21 (Tiffany)
- c. Staff evaluations completed Oct. 10-13

5. Friends of the Library

- a. Met Oct. 5 – finalized open house details, reviewed long range plan, approved purchase of Foundations in Wisconsin for building project, discussed possible alternate program sites and possible uses of funds, celebrated National Friends of Libraries Week
- b. Held open house Oct. 16, 10 a.m.-1 p.m. – adopted 7 Little Golden Books, held drawing for two bags of books (one for adults, one for children)
- c. Next scheduled meeting – Nov. 2, 5 p.m.

6. Building/Space Committee update

- a. Met Sep. 25 – discussed fundraising and subcommittees, reviewed engineering assessment, presented naming rights policy
- b. Next scheduled meeting – TBD

EHS Day of Service, Sep. 21, 2017

