

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, November 27, 2018

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 5:02 p.m. It was held at the Ellsworth Public Library.

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

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

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

Angie Bjork made a motion to approve the minutes of the October 30, 2018 meeting, seconded by Renee Whipple. Motion carried.

Current Business

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

The board audited the monthly expenditures. Angie Bjork made a motion to approve the expenditures, seconded by Sharon Hofmeister. Motion carried.

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

Update on the building project – December 4th, the Village of Ellsworth Finance, Purchasing & Buildings committee will be meeting with architects regarding the possible purchase and renovation of a potential space for the library.

Budget for 2019 has been finalized. It will be presented for EPL board approval.

Bank Mutual Jumbo CD which matured on 11/15/18 will be renewed by treasurer, Curt Wandmacher by 11/28/18.

New Business

Review of Wisconsin Public Library Standards – Tier 3. Moving from Tier 1 through Tier 3, to meet all standards, the library will be making improvements as they can be made. Currently, lack of available space limits the ability to provide public meeting space for the community, and allocate age and inclusion appropriate spaces. Areas to improve: review of the bylaws every three years, increase public involvement in strategic planning, expand community relations, add signage, and establish humidity control.

The EPL will provide one formal program per month in collaboration with the Ellsworth Senior Center and donate toward the refreshments to be served following the program.

2019 Library staff wages were discussed. Sharon Hofmeister made a motion to increase wages by 2 percent, which is consistent with the increase for employees of the Village of Ellsworth, seconded by Renee Whipple. Motion carried.

2019 Library Closure Dates – Tiffany presented the schedule for 2019. The library will be closed (when typically open) nine days due to holidays. Renee Whipple made a motion to approve the dates the library will be closed in 2019, seconded by Angie Bjork. Motion carried.

OverDrive Advantage – Karen Solyntjes made a motion to contribute \$1000 toward the purchase of OverDrive Advantage titles for adults and \$500 toward juvenile titles, seconded by Sharon Hofmeister. Motion carried.

Bylaws Committee – Judy Perkins, Tiffany Meyer, and Dawn Schulte are tentatively designated to form a committee to create EPL bylaws. Final committee yet to be determined.

The December library board meeting will be held on the 18th if necessary, or the next meeting will be January 29th, 2019.

The meeting adjourned at 5:50 p.m.

Director's Report November 27, 2018

1. October Statistics:

- a. Total circulation: 5,878 (up from 5,269 Oct. 2018)
- b. New patrons: 17 (up from 14 Oct. 2018)
- c. New items: 263
- d. Public access computer sessions: 382
- e. Wireless sessions: 653
- f. E-materials checkouts: 647 (up from 427 Oct. 2018)
- g. Website visits: 1,025 (up from 532 Oct. 2018)
- h. Door count: 3,374 (up from 3,183 Oct. 2018)

2. Activities/Programs

a. October/November:

Family Movie Night	10/23	14	Atrium Outreach	11/6	4
Play & Learn	10/24	12	Family Game Night	11/6	12
Storytime: Pumpkin Party	10/25	10	Play & Learn	11/7	11
Maker Meet-Up: Rusty Keys	10/25	5	Morning Book Club	11/8	2
Storytime: Pumpkin Party	10/26	14	Storytime: Boxes	11/8	11
Pumpkin in the Park	10/27	175	Storytime: Boxes	11/9	0
Play & Learn	10/31	9	STEAM: Fairy Tales	11/10	14
Wisconsin Ghosts	10/31	28	PJ Storytime: Boxes	11/13	9
Community Trick or Treat	10/31	125	EES Outreach: Literacy Night	11/13	6
Instagram Challenge	Oct.	0	Play & Learn	11/14	cxl
Minute to Win It	Oct.	0	Storytime: Thankfulness	11/15	3
PSL Outreach	11/1	5	Make & Take: Weaving	11/15	9
Knit & Natter	11/1	2	Storytime: Thankfulness	11/16	6
Storytime: Helpers	11/1	0	Author Event: Roy Power	11/20	28
Tech Time	11/1	3	Legos in the Library	11/20	13
Storytime: Helpers	11/2	11	PKC Visit	11/21	24

b. Upcoming:

- i. Nov. 28 @ 1:30 – Living with Grief
- ii. Dec. 6 @ 4 – Cookie Extravaganza for Teens
- iii. Dec. 7 @ 10:30 – Children's author Michele Klecker-Sailor at storytime
- iv. Mrs. Claus visits Dec. 11, 20 & 21
- v. December – Tim Stout photography on display

3. Facilities/Equipment/Services

- a. Fall landscaping clean-up Nov. 15 by Ron Campbell, Katie Christenson and EHS ag students
- b. AED cabinet installed Nov. 20; will contact EMS director for training/demo
- c. Two computers ordered for cataloging station and director's office
- d. New date due slip shows how much library users are saving

4. Personnel & Volunteers

- a. Meetings: Village budget, Oct. 30 (Curt, Tiffany); Asst. Librarians, Nov. 1 (Caroline, Laurie, Tiffany); Pierce County budget meeting, Nov. 13 (Tiffany); Design Ellsworth, Nov. 15 (Tiffany); Chamber, Nov. 15 (Judy, Tiffany); Staff meeting, Nov. 15 (all staff); MORE Director's Council, Nov. 16 (Tiffany)
- b. Training: Youth Services Swap for Teens, Oct. 19 (Jeanne); Youth Services Workshop, Nov. 8 (Elise)

5. Friends of the Library

- a. Met Nov. 15 – updates on referendum, baby bags, Facebook page; recognition of National Friends of Libraries Week; confirmed senior center program support
- b. Next scheduled meeting – Dec. 6, 5 p.m.

6. Building/Space Committee update

- a. Nov. 12 meeting was canceled
- b. Next scheduled meeting – Dec. 10, 6:30 p.m.

Ambulance Storytime
November 2, 2018



Author Event: Roy Edward Power
November 20, 2018

