

Ellsworth Public Library Board of Trustees Meeting Minutes
Tuesday, February 27, 2018

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by board president, Judy Perkins, at 5:02 p.m. It was held at the Ellsworth Public Library, 312 West Main St., Ellsworth, WI 54011.

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

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

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

Karen Solyntjes made a motion to approve the minutes of the January 30, 2018 meeting, seconded by Angie Bjork. Motion carried.

Current Business

The board reviewed the financial report. Dawn Schulte made a motion to approve the financial report, seconded by Curt Wandmacher. Motion carried.

The board audited the monthly expenditures. Karen Solyntjes 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 Dawn Schulte to approve the director's report, seconded by Angie Bjork. Motion carried.

Tiffany updated the board regarding the building project.

The library has officially adopted a fine free policy.

New Business

Two certificates of deposit coming due in March were reviewed and the board discussed the goal of attaining better interest rates. As treasurer, Curt Wandmacher will look into current rates and direct the transactions for maturing CDs to achieve the best rates of return. Dawn Schulte made a motion to combine the Bank Mutual CD that is maturing with one currently gaining interest at Bank Mutual and to consider renewing the CD at State Farm with State Farm or transferring it. Motion seconded by Angie Bjork. Motion carried.

Roll call vote to hold closed session at 5:23 to conduct library director review. Roll call included all members present. Roll call vote to go back into open session at 5:43. Roll call included all members present.

The meeting adjourned at 5:45 p.m. Next Meeting: March 27, 2018 at 5 p.m.

Director's Report February 27, 2018

1. January Statistics:

- a. Total circulation: 5,272
- b. New patrons: 8
- c. New items: 217
- d. Public access computer sessions: 343
- e. Wireless sessions: 554
- f. E-materials checkouts: 515 (up from 471 Jan. 2017)
- g. Website Visits: 665
- h. Door count: 2,509

2. Activities/Programs

a. January/February:

Trip Through My Lens	1/31	31
Storytime: Dinosaurs	2/1	2
PSL Outreach: Quilts	2/1	11
Storytime: Dinosaurs	2/2	20
Homeschool: Robots	2/6	14
Atrium Outreach: Quilts	2/6	6
Play & Learn	2/7	11
Storytime: Love	2/8	5
Create a Cook: Valentines	2/8	10
Storytime: Love	2/9	9
STEAM: Salt & Sand	2/10	16
Tech Time	2/12	3
Healing Power of Touch	2/13	34
PJ Storytime	2/13	6
Play & Learn	2/14	13
Storytime: Night Sky	2/15	7
Make & Take: Origami	2/15	9
Storytime: Night Sky	2/16	24
Legos	2/20	17
Play & Learn	2/21	11
Storytime: Let's Move	2/22	2
Maker Meet-Up: Maps	2/22	4
Storytime: Let's Move	2/23	11
Teen Wild Winter Challenge	Jan	9

Youth Services Librarian Elise
with the Friday storytime crew



b. Upcoming:

- i. March 6 @ 6:30 – Mystery Quilt Reveal
- ii. March 13 @ 10 – Backyard Birds: Attracting and Identifying Them
- iii. March 28 @ 1:30 – Seize the Night: Becoming a Stargazer

3. Facilities/Equipment/Services
 - a. Notified PWD Engeset of cracked/broken floor tiles in back hallway and break room
 - b. Carpets cleaned Feb. 10
 - c. Participated in Reality Check at EHS Feb. 7

4. Personnel & Volunteers
 - a. Meetings: Asst. Librarians, Feb. 1 (Darcy, Laurie, Tiffany); Village Board, Feb. 5 (Curt, Tiffany); Staff meeting, Feb. 8 (all staff); IFLS Advisory Council, Feb. 12 (Tiffany)
 - b. Training: Solutions for Challenging Workplace Relationships e-course, Jan. 8-Feb. 9 (Tiffany); Social Media Planning webinar, Feb. 6 (Darcy); Crisis Prevention Training, Feb. 16 (all staff); Where Are They?! Getting Out to Get Teens In webinar, Feb. 23 (Darcy, Jeanne, Deb)
 - c. Beth Dendinger is back as the WestCAP volunteer doing literacy programs in the jail
 - d. Volunteer Appreciation Week is April 15-21; Elise and Jeanne are planning EPL's annual volunteer appreciation event.

5. Friends of the Library
 - a. Met Feb. 1 – update on books for babies and insurance rider; set date to select books for annual meeting giveaway; shared information on stamped logo cookies and Literacy for a Lifetime grant; set date for audit of Treasurer's books; discussed involvement in summer concert series
 - b. Next scheduled meeting – March 1, 5 p.m.

6. Building/Space Committee update
 - a. Met Feb. 12 – reviewed lower level test-fit revision; discussed use of remaining lower level space; shared timeframe from MSR re: concept drawings
 - b. Next scheduled meeting – March 19, 6:30 p.m.



Outreach programs
 at Preferred
 Senior Living
 Jan. 4 & Feb. 1,
 2018