

Ellsworth Public Library Board of Trustees
Thursday, November 21, 2013 Meeting Minutes

1. Call to order

Sue Palmquist called to order the regular meeting of the Ellsworth Public Library Board at 5:40 p.m. on Tuesday, November 21, 2013.

11. Establish A Quorum

Dawn Schulte conducted a roll call. The following persons were present: Sue Palmquist, Curt Wandmacher, Judy Perkins, Maggie Jungmann, Sue Potter, Sharon Hofmeister, and Shelley Anderson.

111. Approve Agenda

A motion was made by Judy Perkins and seconded by Sue Potter to approve the agenda. Motion carried.

1V. Approval of minutes from Tuesday, October 29, 2013.

Curt Wandmacher made a motion to approve the minutes, seconded by Judy Perkins. Motion carried.

V. Current Business

A. Review and approval of financial reports

A motion was made by Sue Potter and seconded by Judy Perkins to approve financial reports. Motion carried.

B. Audit and approval of monthly expenses

A motion was made by Curt Wandmacher and seconded by Sue Potter to approve. Motion carried.

C. Review and approval of Director's Report

A motion was made by Maggie Jungmann and seconded by Sharon Hofmeister to approve. Motion carried.

1. October Statistics:

- a. Total circulation: 6818
- b. Public access computer use: 579 sessions, 14,559 minutes used
- c. Overdrive downloadable media: 286 total checkouts

2. New cards: 14

3. Activities/Programs

a. October programs:

Preschool Storytime	10/31/2013	32
Preschool Storytime	11/1/2013	23
Movie-Monsters University	11/5/2013	21
Read at the Care Center	11/5/2013	7
Preschool Storytime	11/7/2013	14
Preschool Storytime	11/8/2013	26
Organizing Wkshp w/N. Rothwell	11/12/2013	15
Job Service Presentation	11/13/2013	5
Preschool Storytime	11/14/2013	13
Fall Mystery Quilt Show and Tell	11/14/2013	36
Preschool Storytime	11/15/2013	18
Teen Read Book Club	11/15/2013	4
American Girl - Saige	11/16/2013	22
PJ Storytime	11/19/2013	10
Morning Book Club	11/21/2013	5

b. Upcoming programs:

- i. Movie - Planes, Tues., Dec. 3, 6:30 p.m.
- ii. Tech Time – 1st Thursday of the month, Barb Krueger, Dec. 5 starts 6:00-7:30
- iii. Mrs. Santa at Storytime and PJ Storytime
- iv. State-wide initiative called Growing Wisconsin Readers, early literacy program

- i. Our program here called 1000 Books before Kindergarten, begins in January
 - ii. Collaborating with the school district on a literacy program in Feb.
 - iii. Julie and Shelley on school district's Early Literacy Committee
 - 4. Facilities/Equipment
 - a. Kennedy Assassination display-on display now
 - b. New furniture for Children's area-ordered
 - c. New display tower for events-for fliers, etc.
 - 5. Personnel
 - a. Laurie will be serving on IFLS's Operations Committee which formulates guidelines and procedures for MORE circulation and resource sharing operations.
 - b. Staff evaluations-one more for Shelley to do
 - c. Training – Dec. 3, Freegal, Freading, Decision Center, Karin and Shelley
 - d. Training – Dec. 5, Data Clean Up, Laurie and Shelley
 - 6. Friends of the Library
 - a. Next meeting – Tues., Jan. 7, 6:30 p.m.
 - 7. Building/Space Committee Update
 - a. Meeting agendas and minutes are on our website:
www.ellsworthlibrary.org
Click on "Building/Space Needs", left side of page
 - b. Next meeting – Mon., Jan. 13, 6:30 p.m.
- V1. New Business
 - A motion was made to table the discussion and action: amend Library Personnel Policies. 4. D. Wisconsin Retirement System, and 18. B. Definition of Employee until next month. Sharon Hofmeister made a motion, Sue Potter seconded/ Motion carried.
 - A motion to approve the 2014 Library Budget was made by Judy Perkins and seconded by Dawn Schulte. Motion carried.
 - A motion was made by Maggie Jungmann, seconded by Judy Perkins to go into closed session to conduct library director review as authorized by Wisconsin Statutes Section 19.85(1)(c)
 - Curt Wandmacher made a motion to go into open session, Sue Potter seconded. Motion carried.
- V11. Adjournment
A motion to adjourn was made by Curt Wandmacher and seconded by Judy Perkins. Motion carried. Adjourned at 6:37 p.m.

Next meeting Thursday, January 28th, 6:00 (No December meeting)

Submitted by Maggie Jungmann