

## Meeting Minutes

### Ellsworth Public Library Board of Trustees Meeting

Tuesday, February 24, 2015

5:00 p.m.

Ellsworth Public Library, 312 West Main St., Ellsworth, WI 54011

#### **I. Call to order**

The meeting was called to order at 5:00pm by president Judy Perkins.

#### **II. Establish a quorum**

In attendance were Judy Perkins, Dawn Schulte, Sue Potter, Angie Bjork, Sue Palmquist and Tiffany Meyer.

#### **III. Certification of compliance with Open Meeting Law**

Open meeting law compliance was met.

#### **IV. Approve agenda**

Motion made to approve the agenda made by Angie Bjork, seconded by Sue Potter

#### **V. Approve minutes from the January 27, 2015 Meeting**

Motion made by Dawn Schulte to approve the January 27, 2015 meeting minutes, seconded by Sue Palmquist.

#### **VI. Current Business**

- A. Review and approval of financial reports - Motion made by Sue Potter to approve the financial reports made, seconded by Sue Palmquist
- B. Audit and approval of monthly expenditures - Motion made by Dawn Schulte to approve the monthly expenditures, seconded by Angie Bjork.
- C. Review and approval of director's report - Motion made by Sue Potter to approve the director's report, seconded by Sue Palmquist. Report attached.
- D. Building/Space Committee update - Next meeting will be Monday April 13 at 6:30 p.m.
- E. Discussion and action: Remaining 2014 Act 150 funds - Tiffany will work with Clerk Nelson for options of investment. No action taken.
- F. Discussion and action: Employee wages - Motion made by Sue Potter to approve the wage schedule Tiffany Meyer presented for 2015, will re-visit for 2016, seconded by Angie Bjork

#### **VII. New Business**

- A. Discussion and action: Approve 2014 Annual Report - Motion made to approve 2014 Annual Report by Sue Potter, seconded by Dawn Schulte.
- B. Discussion: Purchase of Tablets for Board Meetings - No action taken.
- C. Discussion and action: Accept Sue Palmquist's resignation: -Board thanked Sue for her years of service on the Library Board. Motion made by Dawn Schulte to accept Sue's resignation, seconded by Angie Bjork
- D. Discussion: Library Board Vacancy

Adjournment - Motion made by Angie Bjork, seconded by Sue Potter to adjourn the meeting, 6:00pm.

Next Meeting: March 31, 2015 5pm

Minutes submitted by Dawn Schulte

# Director's Report

## February 24, 2015

### 1. January Statistics:

- a. Total circulation: 6,032
- b. Public access computer use: 420 sessions; 13,037 minutes
- c. Overdrive downloadable media: 398
- d. Door count: 2,927
- e. New cards: 8

### 2. Activities/Programs

#### a. February programs:

Legos in the Library	1/28/15	6
Preschool Storytime	1/29/15	12
Preschool Storytime	1/30/15	17
Tech Time at PSL	2/2/15	2
Reading at Care Center	2/3/15	5
Writing Workshop	2/3/15	1
Preschool Storytime	2/5/15	21
Tech Time	2/5/15	1
Preschool Storytime	2/6/15	14
Preschool Storytime	2/12/15	20
Preschool Storytime	2/13/15	14
Teen Pizza & Pages	2/17/15	3
Make Way for Play	2/19/15	9
Morning Book Club	2/19/15	3
Preschool Storytime	2/20/15	14

#### b. Upcoming Programs

- i. Legos in the Library 2/24
- ii. Preschool Storytimes 2/26 & 2/27
- iii. Teen Fun 2/26

### 3. Facilities/Equipment/Services

- a. Article in Herald re: limited tax forms
- b. Village looking at updating lighting fixtures in library building

### 4. Personnel

- a. Florence LaBeau started as our Youth Services Librarian/Programming Coordinator on 2/16/15
- b. Staff meeting 2/5 – discussed institutional card policies and the IFLS group order
- c. Staff training: Genealogy Library Services (UW) - Madeline; Summer Programs for Adults webinar – Tiffany; all-staff training on patron privacy scheduled for 3/6 with Gus Falkenberg of IFLS; UW classes for Madeline (teen literature) and Tiffany (personnel mgmt) were cancelled
- d. Annual Library Party will be at El Paso Bar on 4/10/15 at 6:30 p.m.

### 5. Friends of the Library

- a. A meeting is scheduled with Bobbie Sawyers and Jeanette Wright on 3/19 at 1:30 p.m.

### 6. Building/Space Committee update

- a. Next scheduled meeting – Mon., Apr. 13, 6:30 p.m.
- b. Details covered under Current Business