

## Meeting Minutes

### Ellsworth Public Library Board of Trustees Meeting

Tuesday, January 27, 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, Curt Wandmacher, Sue Potter, Sharon Hofmeister, Angie Bjork, Sue Palmquist and Tiffany Meyer.

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

Open meeting law compliance was met.

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

MSC Motion made to approve the agenda made by Sue Potter, seconded by Dawn Schulte.

#### **V. Approve minutes from the December 30, 2014 Meeting**

MSC Motion made by Sue Potter to approve the December 30, 2014 meeting minutes, seconded by Angie Bjork.

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

- A. Review and approval of financial reports - MSC Motion made by Sue Potter to approve the financial reports made, seconded by Dawn Schulte.
- B. Audit and approval of monthly expenditures - MSC Motion made by Sue Potter to approve the monthly expenditures, seconded by Curt Wandmacher.
- C. Review and approval of director's report – MSC Motion made by Sharon Hofmeister to approve the director's report, seconded by Sue Palmquist.
- D. Building/Space Committee update – Will be meeting Feb 9, 2015 @ 6:30pm

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

- A. Youth Services/Program Coordinator position – Tiffany will be arranging interviews next week.
- B. Annual Library Party update – Tentative date of Friday April 10
- C. Patron privacy and debt collection update – Tabled until March Meeting
- D. Discussion and action: Remaining 2014 ACT 150 funds – Will research previous action and investment options. No action taken.
- E. Discussion and action: Employee wages – Discussion of step system for wage increases. No action taken.
- F. Presentation: visual version of EPL Long Range Plan 2012-2015

Adjournment - MSC Dawn Schulte made a motion to adjourn the meeting, seconded by Sue Potter. Meeting adjourned at 5:58pm.

Next Meeting: February 24, 2015 5pm

# Director's Report

## January 27, 2015

1. December Statistics:

- a. Total circulation: 4,755
- b. Public access computer use: 393 sessions; 12,142 minutes
- c. Overdrive downloadable media: 327
- d. Door count: 3,200
- e. New cards: 16

2. Activities/Programs

a. January programs:

Legos in the Library	12/30/2014	6
Reading at Care Center	1/6/2015	4
Writing Workshop	1/6/2015	0
Tech Time	1/6/2015	1
Make Way for Play	1/8/2015	11
Make Way for Play	1/9/2015	9
Make Way for Play	1/15/2015	7
Make Way for Play	1/16/2015	6
Tech Time Outreach @ PSL	1/19/2015	6
Teen Pizza & Pages	1/20/2015	4
Make Way for Play	1/22/2015	7
Morning Book Club	1/22/2015	4
Teen Fun	1/22/2015	1
Make Way for Play	1/23/2015	2

b. Upcoming Programs

- i. Legos in the Library – January 28
- ii. Preschool Storytimes & Make Way for Play scheduled through February
- iii. Book Delivery & Reading at Care Center & PSL – February 2 & 3

3. Facilities/Equipment/Services

- a. Tax forms delayed
- b. Front door/front steps in need of repair – Greg has someone scheduled to repair the steps this spring for \$2800; no news on doors yet
- c. Two requests for community service hours over the past month

4. Personnel

- a. Staff meeting 1/8 – discussed patron privacy, hold slips & aliases
- b. Staff training: Decision Center webinar – Laurie, Margaret & Tiffany; Creating Exceptional Patron Experiences – Laurie & Tiffany; One-on-One Tech Instruction – Laurie & Madeline; Accessible Libraries for Children w/ Special Needs - Madeline
- c. Kaitlin begins courses on UW-RF campus this week – new spring schedule in place

5. Friends of the Library

- a. Next scheduled meeting – TBD

6. Building/Space Committee update

- a. Next scheduled meeting – Mon., Feb. 9, 6:30 p.m.
- b. Details covered under Current Business