

Meeting Minutes

Ellsworth Public Library Board of Trustees Meeting

Tuesday, May 26, 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 5:05pm by president Judy Perkins.

II. Establish a quorum

In attendance were Judy Perkins, Sue Potter, Sharon Hofmeister, Angie Bjork, Karen Solyntjes, Curt Wandmacher and Tiffany Meyer. Dawn Schulte arrived at 5:30pm.

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 Angie Bjork, seconded by Sue Potter.

V. Approve minutes from the April 28, 2015 Meeting

MSC Motion made by Sue Potter to approve the April 28, 2015 meeting minutes, seconded by Karen Solyntjes.

VI. Current Business

- A. Review and approval of director's report - MSC Motion made by Sharon Hofmeister to approve director's report, seconded by Curt Wandmacher.
- B. Audit and approval of financial reports - MSC Motion made by Sue Potter to approve the monthly expenditures, seconded by Bjork .
- C. Review and approval of monthly expenditures – MSC Motion made by Curt W. to approve the monthly expenditures, seconded by Karen Solyntjes.

New Business

- A. Motion made to repair the front door by Dawn Schulte, seconded by Karen Solyntjes. MSC
- B. Curt Wandmacher made a motion made to have Tiffany Meyer research repair of the ceiling in the storage area, seconded by Sue Potter. MSC.
- C. Looking into another quote from a local resident for replacing the copy machine.
- D. Tablet use policy – Tiffany will create a policy agreement for the board.
- E. August Library Board Meeting Date will tentatively be August 18, 2015.

Adjournment: MSC Curt Wandmacher made a motion to adjourn the meeting, seconded by Sue Potter. Meeting adjourned at 5:53pm.

Next Meeting: June 30, 2015 at 5:00 p.m.

Director's Report

May 26, 2015

1. April Statistics:
 - a. Total circulation: 5,185
 - b. Public access computer use: 431 sessions; 13,215 minutes
 - c. Overdrive downloadable media: 376
 - d. Door count: 3,001
 - e. New cards: 21

2. Activities/Programs
 - a. May programs:

Legos in the Library	4/28/15	11
Storytime @ Care Center	4/30/15	14
Preschool Storytime	5/1/15	12
Care Center Program	5/5/15	8
Family Movie Night	5/5/15	15
Preschool Storytime	5/7/15	14
Tech Time	5/7/15	2
Preschool Storytime	5/8/15	24
Prairieview Lyceum	5/8/15	243
Preschool Storytime	5/14/15	9
Preschool Storytime	5/15/15	13
Preschool Playdate	5/18/15	14
Teen Pizza & Pages	5/19/15	1
PJ Storytime	5/19/15	24
Hillcrest School Visits	5/21/15	391

 - b. Upcoming Programs
 - i. St. Francis School Visits & Legos in the Library 5/26
 - ii. Morning Book Club, PSL Book Club & Teen Fun 5/28
 - iii. Summer Library Program begins in June (see Summer Calendar & Teen Brochure)

3. Facilities/Equipment/Services
 - a. Art on Display: Laureen McElmury 5/8 through 6/3
 - b. Carpets cleaned 5/23
 - c. Article in Herald re: summer reading program preview
 - d. AR testing onsite 6/15-8/31

4. Personnel
 - a. Staff meeting 5/7 – discussed training opportunities, travel time and inventory in upstairs area
 - b. Staff Training: 4/30 – WISCAT (Laurie, Margaret, Madeline); 5/17 – Tech Time (Florence); 5/13 & 5/20 – Budgeting (Tiffany); 5/19 – Acquisitions (Laurie, Margaret, Madeline, Tiffany)
 - c. Kaitlin Augustine (our teen page) graduated, receiving six grants and a service award

5. Friends of the Library
 - a. Met 5/12 – moving forward as core group with goal of applying for 501(c)(3) status
 - b. Next scheduled meeting – Tuesday, June 23, 1:00 p.m.

6. Building/Space Committee update
 - a. Next scheduled meeting – Mon., July 9, 6:30 p.m.