

Ellsworth Public Library Board of Trustees Meeting Minutes

Tuesday, November 24, 2015

The monthly meeting of the Ellsworth Public Library was called to order by President Judy Perkins at 5:02 p.m.

Establish a quorum - In attendance were Judy Perkins, Dawn Schulte, Sharon Hofmeister, Karen Solyntjes, and Library Director Tiffany Meyer, Angie Bjork. Not present: Curt Wandmacher, Sue Potter.

Compliance with Open Meeting Law was met.

Sharon Hofmeister made a motion to approve the agenda, seconded by Karen Solyntjes. Motion carried.

Karen Solyntjes made a motion to approve the October meeting minutes, seconded by Angie Bjork. Motion carried.

Current Business

Karen Solyntjes made a motion to approve the financial reports, seconded by Sharon Hofmeister. Motion carried.

Sharon Hofmeister made a motion to approve the monthly expenditures, seconded by Karen Solyntjes. Motion carried.

Dawn Schulte made a motion to approve the director's report, seconded by Angie Bjork. Motion carried.

Tiffany provided an update on the Mary L. Riley Ames Estate. Funds will be distributed to the Ellsworth Public Library in December. Tiffany will contact Sue to research options for investment of these funds.

The Building Committee is continuing to research options for additional space.

Reviewed updated job descriptions. Karen Solyntjes made a motion to approve the updated job descriptions for library staff, seconded by Angie Bjork. Motion carried.

New Business

At this time we will hire a library clerk to replace the library page. Sharon Hofmeister made a motion to hire a library clerk, seconded by Karen Solyntjes. Motion carried.

Tiffany updated us on the WLA Conference.

Indian Federated Library System will be changing their name. More information will be coming.

Dawn Schulte made a motion to adjourn, seconded by Karen Solyntjes. Motion carried.

Meeting adjourned at 5:58 p.m.

Submitted by Sharon Hofmeister, Secretary

Next meeting: December 29th at 5pm.

Director's Report

November 24, 2015

1. October Statistics:

- a. Total circulation: 5,496
- b. New patrons: 19
- c. Items added: 512
- d. Public access computer use:
466 sessions; 14,912 minutes
- e. E-materials checkouts: 429 (up)
- f. Door count: 3,080

EMS/EHS Art Display

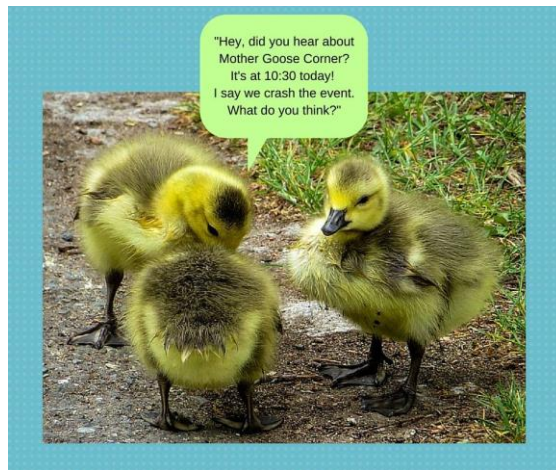


2. Activities/Programs

a. October/November:

PJ Storytime	10/27	11
Outreach Storytime—Atrium	10/29	25
Preschool Storytime	10/30	16
Atrium Outreach	11/3	4
Family Movie Night	11/3	21
Make & Take	11/4	19
Mother Goose Corner	11/5	5
PSL Outreach	11/5	9
Tech Time	11/5	1
Preschool Storytime	11/6	22
Author Visit: Michele Sailor	11/7	6
Teen Cooking Class	11/11	8
Mother Goose Corner	11/12	7
Morning Book Club	11/12	4
Preschool Storytime	11/13	24
American Girl	11/14	13
Legos in the Library	11/17	4
Make & Take	11/18	6
Mother Goose Corner	11/19	4
Ancient Arts	11/19	3
Preschool Storytime	11/20	21

Mother Goose Corner
for babies & toddlers



b. Upcoming:

- i. Cyber Monday facebook promotion Nov. 30
- ii. Mrs. Claus visits Dec. 17, 18 & 22
- iii. Caroling at PSL & Atrium Dec. 23


3. Facilities/Equipment/Services

- a. Collected 249 pounds of goods for Pierce County Food Pantry during Food for Fines program
- b. Middle School/High School Art on display through end of November
- c. Cleaned and organized upstairs storage space Nov. 11: 2 dumpsters, 2 recycling bins, 2 trips to the thrift store and 1 trip to recycle electronics
- d. Leak in ceiling by air conditioning vent repaired
- e. Added games and activities to our "Makerspace" shelf in front of my office for patron use
- f. Library will be closed Nov. 26 & 27 for Thanksgiving

4. Personnel
 - a. Training: What's New in Children's Literature, Fall 2015, UW-Madison (Florence); WLA Conference, Nov. 3-6 (Tiffany); Creating and Managing ILL Requests on WISCAT, Nov. 17 (Laurie); Secrets of the Remix Mash-up YouTube Generation, Nov. 17 (Tiffany); SLP Mini-Conference in Eau Claire, Nov. 19 (Florence)
 - b. Staff meeting: Nov. 12 – shared ideas from WLA Conference; discussed advertising opportunities and winter programs
 - c. Madeline's last day before moving on to Hudson PL will be Nov. 30
5. Friends of the Library
 - a. Next meeting – January 2015
6. Volunteers
 - a. Madeline will be continuing the Teen Cooking Class on a volunteer basis
7. Building/Space Committee update
 - a. Next scheduled meeting – TBD

Cyber Monday promotion

Cyber Monday is coming to the Ellsworth Public Library on Monday, November 30th! On this day, run to your computer, log into Facebook, and LIKE the library's Cyber Monday post by midnight. Each person who LIKES the post is entered into a drawing to win 25 seasonal picture books!



ELLSWORTH PUBLIC LIBRARY
CYBER MONDAY
2015

The 25 books will be individually wrapped so that the lucky recipient can be given one book a day, counting down the days to Christmas! The winner of the 25 books in the photo will be announced on Facebook by noon Dec. 1st. Come to the library to claim your book bundle on December 1st!