

## Ellsworth Public Library Board of Trustees Meeting Minutes

Tuesday, October 27, 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, Sue Potter, Dawn Schulte, Angie Bjork, Sharon Hofmeister, Karen Solyntjes, and Library Director Tiffany Meyer. Not present: Curt Wandmacher.

Compliance with Open Meeting Law was met.

Sharon Hofmeister made a motion to approve the agenda, seconded by Angie Bjork. Motion carried.

Angie Bjork made a motion to approve the September meeting minutes, seconded by Dawn Schulte. Motion carried.

### Current Business

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

Sue Potter made a motion to approve the monthly expenditures, seconded by Angie Bjork. Motion carried.

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

Tiffany provided an update on the Mary L. Riley Ames Estate. Funds will be distributed as they become available.

### New Business

Tiffany will submit check requests to the village for funds for the Summer Library Programs.

The Friends of the Library will close the current checking account and open an account with a new EIN.

Reviewed updated job descriptions. Will continue to review the updated job descriptions and revisit this at the November meeting.

Sharon Hofmeister made a motion to convene in closed session pursuant to Wisconsin statutes Section 19.85(1)(c), seconded by Angie Bjork. Motion carried. Roll call taken.

Dawn Schulte made a motion to reconvene in open session, seconded by Angie Bjork. Motion carried. Roll call taken.

Sue Potter made a motion to adjourn, seconded by Sharon Hofmeister. Motion carried.  
Meeting adjourned at 6:12 p.m.

Submitted by Sharon Hofmeister, Secretary

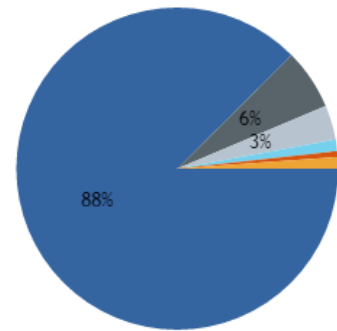
Next meeting: November 24, 2015 at 5 p.m.

# Director's Report October 27, 2015

## 1. September Statistics:

- a. Total circulation: 5,069
- b. New patrons: 25
- c. Items added: 308
- d. Public access computer use:  
478 sessions; 14,815 minutes
- e. E-materials checkouts: 434
- f. Door count: 2,903

Most Used Outgoing Links  
EPL website Sept. 2015



## 2. Activities/Programs

### a. September/October:

Legos in the Library	9/15	7
Make & Take: Catapults	9/16	5
Preschool Storytime	9/17	8
Preschool Storytime	9/18	30
Author Visit: Amy Muzzy	9/19	23
PJ Storytime	9/22	15
Ancient Arts for Teens	9/24	2
Preschool Storytime (Atrium)	9/24	12
Lyceum at Prairieview	9/24	230
Lyceum at St. Francis	9/24	102
Lyceum at Lindgren (AM)	9/24	58
Lyceum at Lindgren (PM)	9/24	58
Preschool Storytime	9/25	27
PSL Outreach	10/1	9
Tech Time	10/1	3
Preschool Storytime	10/2	13
Banned Books Presentation	10/2	128
Make & Take: Pumpkins	10/7	17
Preschool Storytime	10/8	11
Preschool Storytime	10/9	23
American Girl: Molly	10/10	15
Family Movie Night	10/13	10
Teen Cooking Class	10/14	9
Preschool Storytime	10/15	3
Preschool Storytime	10/16	21
Atrium Outreach	10/20	11
Legos in the Library	10/20	4
Make & Take: Halloween	10/21	15
Preschool Storytime	10/22	8
Ancient Arts for Teens	10/22	6
Preschool Storytime	10/23	9
Pumpkins in the Park	10/24	180

[www.more.lib.wi.us](http://www.more.lib.wi.us)
[www.facebook.com](http://www.facebook.com)
[www.google.com](http://www.google.com)  
[www.ellsworthlibrary.org](http://www.ellsworthlibrary.org)
[ifls.freeding.com](http://ifls.freeding.com)
 Other



Teen Program  
Participants:  
Cooking &  
Ancient Arts



Donation from  
Pierce County Farm Bureau

### b. Upcoming:

- i. Visiting Author: Michele Klecker-Sailor Nov. 7
- ii. Community Writing Project – month of November



### 3. Facilities/Equipment/Services

- a. E-Magazines added through Overdrive (WPLC) Oct. 1
- b. Newly designed EPL website went live Oct. 6
- c. Rocket Languages database added Oct. 16
- d. Assist bar added near platform to access upstairs storage space
- e. Food for Fines in progress
- f. Library will be closed Nov. 10 for server switch

### 4. Personnel

- a. Training: Cataloging 9/17 (Madeline); Healthy Workplace Culture 9/25 (Tiffany); Drupal 9/30 (Laurie); Outreach & Community Partnerships 10/2 (Tiffany); Lapsit/toddler storytime observation 10/20 (Florence); Workers' Comp 101 10/20 (Tiffany)
- b. Reviews: annual reviews Sep. 22 & 23
- c. Staff meeting: Oct. 8 – discussed job descriptions, book sale cart, community writing project
- d. WLA Conference Nov. 3-6

### 5. Friends of the Library

- a. Officers: Janet Barringer (president), Jeanette Wright (vice president), Pam Enger (secretary), Audrey Severson (treasurer)
- b. EIN secured, bylaws and articles of incorporation ready to file
- c. Next meeting – January 2015

### 6. Volunteers

- a. EHS Day of Service Sep. 29 – four students helped move boxes, clean back hallway, pull weeds
- b. Four stellar weekly volunteers (Crystal Johnson, Deb Kopp, Jacqi Kopp, Theresa Walker) assisting with shelving, program prep and random tasks
- c. Theresa working on a project to letter in service

### 7. Building/Space Committee update

- a. Traci from MSR presented three options for BMO building
- b. Committee investigating feasibility of options in regard to space needs and funding
- c. Next scheduled meeting – TBD

New EPL Website Homepage  
designed by Gus Falkenberg

Monday: 10am - 6pm  
Tuesday: 10am - 6pm  
Wednesday: 10am - 6pm  
Thursday: 10am - 6pm  
Friday: 10am - 6pm  
Saturday: 9am - 1pm  
Sunday: Closed

Ellsworth PUBLIC LIBRARY  
ellsworthpl@ellsworthlibrary.org  
715-273-3209

Free Wifi

MORE My Account

Search the MORE catalog

Ellsworth Public Library  
**FOOD FOR FINES  
OCTOBER**

We will be accepting canned or boxed food items to reduce library fines during the month of October. Each item will remove \$1.00 in library fines, up to \$25.00. \*\* All food collected will be donated to the local food shelf. \*\*Some restrictions apply.

SERVICES PROGRAMS YOUTH EXPLORE