

Ellsworth Public Library Board of Trustees
Tuesday, December 29, 2015 Meeting Minutes

1. Call to order

Judy Perkins called to order the regular meeting of the Ellsworth Public Library Board at 5:03 p.m. on Tuesday, December 29, 2015.

11. Establish A Quorum

Dawn Schulte conducted a roll call. The following persons were present: Sue Potter, Judy Perkins, Dawn Schulte, Angie Bjork, Karen Solyntjes, Curt Wandmacher and Tiffany Meyer.

Not present: Sharon Hofmeister.

111. Approve Agenda

A Motion was made by Curt Wandmacher and seconded by Angie Bjork to approve the agenda. Motion carried.

1V. Approval of minutes from Tuesday, November 24, 2015.

Sue Potter made a motion to approve the minutes, seconded by Curt Wandmacher. Motion carried.

V. Current Business

A. Review and approval of financial reports

A motion was made by Sue Potter and seconded by Angie Bjork to approve. Motion carried.

A motion was made by Curt Wandmacher, seconded by Sue Potter to put the Ames donation into a State Farm CD for 15 months and the CD that matures on 1/2/2016 at Bank Mutual into an 11-month CD at Bank Mutual.

B. Audit and approval of monthly expenses

A motion was made by Curt Wandmacher and seconded by Dawn Schulte to approve. Motion carried.

C. Review and approval of Director's Report

A motion was made by Sue Potter and seconded by Karen Solyntjes to approve. Motion carried.

1. November Statistics:

- a. Total circulation: 4,848
- b. New patrons: 18
- c. Items added: 337
- d. Public access computer use:
344 sessions; 11,302 minutes
- e. E-materials checkouts: 457 (up from 333 11/14)
- f. Door count: 2,820

2. Activities/Programs

a. November/December:

PJ Storytime	11/24	20
Atrium Outreach	12/1	8
Make & Take	12/2	15
Mother Goose Corner	12/3	4
PSL Outreach	12/3	8
Tech Time	12/3	3
Preschool Storytime	12/4	16
Family Movie Night	12/8	14
Mother Goose Corner	12/10	0
Morning Book Club	12/10	4
Preschool Storytime	12/11	20
American Girl	12/12	5
Teen Cooking	12/14	7
Legos in the Library	12/15	0
Make & Take	12/16	15
Mother Goose Corner	12/17	6
Ancient Arts	12/17	2
Preschool Storytime	12/18	12

Mrs. Claus at Pajama Storytime Dec. 22



Carolers at Atrium & PSL Dec. 23



PJ Storytime 12/22 19
Outreach Caroling 12/23 15 carolers, several others in audience

- b. Upcoming:
- i. Winter Break program: Beastly Bodies w/ Carpenter Nature Center, Dec. 29, cancelled due to weather.
 - ii. Teen Fine Forgiveness, month of January
 - iii. Who are the Amish? w/ Prof. Mark Loudon of UW-Madison, Jan. 12 at 10 a.m. at the Senior Center

3. Facilities/Equipment/Services

- a. Library will be closed Dec. 31 & Jan. 1 for New Year's
- b. Men's room out of order weeks of Dec. 21 & Dec. 28
- c. Teens can take bus #14 to library for after-school programs

4. Personnel

- a. Training: Using the Five Practices in After School Programming, Dec. 17 (Florence)
- b. Staff meeting: Dec. 11 – discussed winter programs and makerspace ideas; clarified policy on 'home library' designation
- c. Jeanne Friedell will be our new Assistant Librarian starting Jan. 11

5. Friends of the Library

- a. Next meeting – 1/14/2016

6. Volunteers

- a. Faith Goplen joined us as a student volunteer helping with program prep once a week
- b. Several people answered the call to help move approx. 100 boxes of withdrawn materials from the library to the high school for Theresa Walker's capstone service project (book sale)

7. Building/Space Committee update

- a. Next scheduled meeting – TBD

VI. New Business

Library Personnel Polices 23. Work Schedule. A motion was made by Curt Wandmacher, seconded by Dawn Schulte to change wording to "Less than 30 hours". Motion carried.

Personnel Wages for 2016. A motion was made by Dawn Schulte, seconded by Angie Bjork to approve the wage increases submitted by Director Tiffany Meyer.

V11. Adjournment

A motion to adjourn at 5:50 p.m. was made by Dawn Schulte and seconded by Sue Potter. Motion carried.

Next meeting Tues., January 26, 2016 at 5:00 p.m.

Submitted by Dawn Schulte