

**Ellsworth Public Library Board of Trustees Meeting Minutes**  
**Tuesday, November 1, 2016**

The monthly meeting of the Ellsworth Public Library was called to order by acting President Sue Potter in the absence of President Judy Perkins at 5:00 p.m.

Establish a quorum - In attendance were Judy Perkins, Curt Wandmacher, Sue Potter, Sharon Hofmeister, Dawn Schulte, Karen Solyntjes and Library Director Tiffany Meyer. Absent: Angie Bjork.

Compliance with Open Meeting Law was met.

Karen Solyntjes approve the agenda, seconded by Dawn Schulte. Motion carried.

Dawn Schulte made a motion to approve the minutes of the September 2016 meeting, seconded by Curt Wandmacher. Motion carried.

**Current Business**

1. Sue Potter made a motion to approve the financial report, seconded by Sharon Hofmeister. Motion carried.
2. Sharon Hofmeister made a motion to approve the monthly expenditures, seconded by Karen Solyntjyes . Motion carried.
3. Dawn Schulte made a motion to approve the director's report, seconded by Curt Wandmacher. Motion carried.
4. Tiffany presented a plan to update the front sign for the library and create two additional signs, one for the back of the building and one for the rear parking lot.

**New Business**

- A. Pursuant to CFR 19.85(1)(c), Sue Potter made a motion to go into closed session, seconded by Karen Solyntjes.Reconvened in closed session at 5:35pm.
- B. Pursuant to CFR19.85 (1)(c), Sharon Hofmeister motion made to reconvene in open session, seconded by Sue Potter.
- C. Karen Solyntjes made a motion to follow the FLSA salary rule changes effective Dec 1, 2016 in order to retain exempt salary status for the library director seconded by Sue Potter.

Sharon Hofmeister made a motion to adjourn the meeting, seconded by Sue Potter. Motion carried. Meeting adjourned at 5:55 pm.

Next Meeting: November 29, 2016 at 5pm

# Director's Report

## November 1, 2016

### 1. September Statistics:

- a. Total circulation: 5,791 (up from 5,069 in 2015)
- b. New patrons: 32 (up from 25 in 2015)
- c. New items: 273
- d. Public access computer sessions: 420
- e. Wireless sessions: 818
- f. E-materials checkouts: 343
- g. Website Visits: 830
- h. Door count: 2,987 (up from 2,903 in 2015)

### 2. Activities/Programs

#### a. September/October:

Family Movie Night	9/27	14	Atrium Outreach	10/11	8
Play & Learn	9/28	13	Family Movie Night	10/11	11
What Folksongs Tell Us	9/28	41	Play & Learn	10/12	11
Atrium Outreach	9/29	8	Morning Book Club	10/13	6
MyPlate Meal Planning	9/29	11	Cooking from Scratch	10/13	9
Preschool Storytime	9/30	25	Preschool Storytime	10/14	18
PJ Storytime	10/4	19	Dollar-a-Day Boys	10/18	46
Play & Learn	10/5	13	Play & Learn	10/19	12
PSL Outreach	10/6	9	Make & Take	10/20	13
Preschool Storytime	10/7	8	Preschool Storytime	10/21	20
Tech Time	10/10	3	Play & Learn	10/26	14
Teen Movie Night	10/10	4	Upcycled Art: Bleach Pens	10/27	8

#### b. Upcoming:

- i. STEAM program launches Nov. 12 at 10:30 a.m. for grades 1-4
- ii. "Three Generations of Migrants: a Family History" with Jesus Salas  
Nov. 15, 10 a.m. (The Working Lives Project, Wisconsin Humanities Council)

### 3. Facilities/Equipment/Services

- a. Outreach at Ellsworth Funsters' Pumpkin in the Park event Oct. 22
- b. Food for Fines program & Pierce County Food Pantry
- c. Task chairs (at public computers) and comfy lounge chairs in disrepair

### 4. Personnel & Volunteers

- a. Meetings: Pierce County Finance Committee, Sep. 28 – ACT 150 reimbursement (Tiffany); EMS Partnership – reading and literacy, Sep. 29 (Jeanne); Village Board, Oct. 3 (Tiffany); Sebco book vendor, Oct. 4 (Florence, Tiffany); Library Signage, Oct. 6 (Tiffany); EPL Personnel Policy committee, Oct. 6 (Judy, Dawn, Tiffany); Friends of EPL, Oct. 6 (Tiffany); El Paso Township board meeting – ACT 150 funding, Oct. 10 (Tiffany); Trimbelle Township board meeting – ACT 150 meeting, Oct. 11 (Tiffany); Staff, Oct. 13 – discussed EPL brochure, puppet/book kits, makerspace ideas, winter planning (all staff); Marketing, Oct. 18 (Laurie, Florence, Tiffany)
- b. Training: Collection Development & Intellectual Freedom, Oct. 5 (Tiffany); Cataloging (specific to EPL), Oct. 10 (Laurie); Cataloging (general), Oct. 20 (Laurie, Darcy); Booked for the Evening @ St. Kate's, Oct. 24 (Jeanne); WLA Conference in Milwaukee, Oct. 25-28 (Florence, Tiffany)

- c. Deb Kopp facilitating STEAM program and PJ Storytime in November; Diane Meyer and Karen Meyer facilitating early literacy programs in November; Jeanette Wright has been helping with Play & Learn set-up; Pam Enger has been assisting with snack and book distribution at PJ Storytime; Audrey Severson and Janet Barringer have been present at co-sponsored programs at the Senior Center.
5. Friends of the Library
- a. Met Oct. 6 at 5 p.m. – discussed Little Free Libraries, hospitality area in library, Pumpkin in the Park outreach, open houses at EPL
  - b. Open Houses Oct. 18 & Oct. 21 during National Friends of Libraries Week
  - c. Next scheduled meeting – Nov. 3, 5 p.m.
6. Building/Space Committee update
- a. Next scheduled meeting – TBD