

Ellsworth Public Library Board of Trustees Meeting Minutes

Tuesday November 29, 2016

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

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

Compliance with Open Meeting Law was met.

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

Angie Bjork made a motion to approve the minutes of the Nov. 1, 2016 meeting, seconded by Sue Potter. Motion carried.

Current Business

1. Curt Wandmacher made a motion to approve the financial reports, seconded by Karen Solyntjes. Motion carried.
2. Sharon Hofmeister made a motion to approve the monthly expenditures, seconded by Sue Potter. Motion carried.
3. Angie Bjork made a motion to approve the director's report, seconded by Karen Solyntjes. Motion carried.
4. Doors and railings need sandblasting and painting. Looking for someone that will do this work. Three new signs are in progress. No action needed at this time.
5. ACT 150 funding: A 5% increase in the reimbursement rate was approved by the Pierce County Board. No action needed at this time.
6. Review and updating of the EPL Personnel Policy is in progress. No action needed at this time.

New Business

- A. Tiffany will research snow removal options for the Ellsworth Public Library.
- B. The 2017 calendar was presented. Curt Wandmacher made a motion to approve the 2017 holiday schedule presented, seconded by Angie Bjork. Motion carried.
- C. Sharon Hofmeister made a motion to renew the Bank Mutual CD, seconded by Curt Wandmacher. Motion carried.
- D. The next Library Board meeting will be Tuesday, December 20, 2016 at 5:00 p.m.
- E. Curt Wandmacher made a motion to reconvene in closed session, seconded by Sharon Hofmeister. Roll call vote to hold closed session for board consideration of director salary in regard to FLSA rule changes as authorized by Wisconsin Statutes Section 19.85(1)(c). In attendance: Judy Perkins, Angie Bjork, Curt Wandmacher, Sue Potter, Karen Solyntjes, Sharon Hofmeister.
- F. Sharon Hofmeister made a motion to reconvene in open session as authorized by Wisconsin Statutes Section 19.85(1)(c), seconded by Karen Solyntjes. Roll call taken. In attendance: Judy Perkins, Angie Bjork, Curt Wandmacher, Sue Potter, Karen Solyntjes, Sharon Hofmeister.
- G. Sharon Hofmeister made a motion to leave the director salary as is, seconded by Sue Potter. Curt Wandmacher opposed, motion carried.

Curt Wandmacher made a motion to adjourn at 6:07 p.m., seconded by Karen Solyntjes. Motion carried.

Submitted by Sharon Hofmeister, Secretary

Next Meeting: December 20, 2016 at 5:00 p.m.

Director's Report

November 29, 2016

1. October Statistics:

- a. Total circulation: 5,927 (up from 5,496 in 2015)
- b. New patrons: 22
- c. New items: 344
- d. Public access computer sessions: 464
- e. Wireless sessions: 678
- f. E-materials checkouts: 330
- g. Website Visits: 857
- h. Door count: 3,141 (up from 3,080 in 2015)



2. Activities/Programs

a. November:

PJ Storytime	11/1	16	STEAM	11/12	14
Play & Learn	11/2	14	Three Generations	11/15	44
Tech Time	11/3	3	Legos in the Library	11/15	16
Preschool Storytime	11/4	13	Play & Learn	11/16	20
Play & Learn	11/9	7	Upcycled Art	11/17	3
Morning Book Club	11/10	4	Make & Take	11/17	12
Cooking from Scratch	11/10	11	Preschool Storytime	11/18	12
Preschool Storytime	11/11	7	Family Movie Night	11/22	13

b. Upcoming:

- i. "Discovering America One Marathon at a Time" with Jim Anderson
Nov. 30, 1:30 p.m.
- ii. Caroling with EPL at Preferred Senior Living and Atrium
Dec. 21, 3 p.m.

3. Facilities/Equipment/Services

- a. Food for Fines program & Pierce County Food Pantry – 339 pounds of donations collected!
- b. EMS Special Education class library tour Nov. 21
- c. EHS art on display through early December
- d. Carpet cleaning scheduled Dec. 17

4. Personnel & Volunteers

- a. Meetings: Friends of EPL, Nov. 3 (Tiffany); Village Board, Nov. 7 (Tiffany); Pierce County budget hearing, Nov. 8 (Tiffany); Staff, Nov. 10 – discussed wreath donation for Chamber event, spine labels (all staff); Marketing, Nov. 15 (Laurie, Jeanne, Tiffany); MORE Director's Council, Nov. 18 (Tiffany); Safety & Security in Small Libraries, Nov. 18 (Tiffany); Evaluation follow-up, Nov. 21 (Darcy, Tiffany); EPL Personnel Policy, Nov. 22 (Judy, Dawn, Tiffany)
- b. Training: Summer Library Program Mini-Conference, Nov. 11 (Jeanne)

5. Friends of the Library

- a. Met Nov. 3 at 5 p.m. – discussed Little Free Libraries, hospitality area in library, Amazon Smile
- b. Friends chair Janet Barringer passed away Nov. 23; Vice-chair Jeanette Wright filling in
- c. Next scheduled meeting – Jan. 5, 5 p.m.

6. Building/Space Committee update

- a. Next scheduled meeting – TBD

Attachment II

The following days shall be recognized and observed as paid holidays by Ellsworth Public Library in 2017:

New Year's Day	Jan. 2 (observed)
Memorial Day	May 29
Independence Day	July 4
Labor Day	Sep. 4
Thanksgiving Day	Nov. 23
Day after Thanksgiving	Nov. 24
Christmas Eve Day	Dec. 25 (observed)
Christmas Day	Dec. 26 (observed)
Three (3) Floating Days	