

Ellsworth Public Library Board of Trustees Meeting Minutes  
Tuesday, February 28, 2017

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

A quorum was established. In attendance were Judy Perkins, Curt Wandmacher, Sue Potter, Angie Bjork, Sharon Hofmeister, Dawn Schulte, Karen Solyntjes, and Library Director, Tiffany Meyer.

Compliance with open meeting law was met.

The agenda was approved by Sue Potter, seconded by Sharon Hofmeister. Motion carried.

Dawn Schulte made a motion to approve the minutes of the January 31, 2017 meeting, seconded by Curt Wandmacher. Motion carried.

#### Current Business

The board reviewed the financial report. Sue Potter made a motion to approve the financial report, seconded by Angie Bjork. Motion carried.

The board audited the monthly expenditures. Curt Wandmacher made a motion to approve the expenditures, seconded by Sharon Hofmeister. Motion carried.

The director's report was presented by Tiffany Meyer. A motion was made by Karen Solyntjes to approve the director's report, seconded by Angie Bjork. Motion carried.

#### New Business

The progress on the Ellsworth Public Library Personnel Policy was reviewed. No action needed at this time.

A village-held CD will be maturing in March. It is to be renewed by the Village Clerk. Motion made by Curt Wandmacher to approve renewal of the CD, seconded by Dawn Schulte. Motion carried.

Terms of current Library Board members were reviewed as to when terms expire. One new board member will be needed when Sue Potter completes her term in April 2017. No action needed.

Congratulations to the EPL for being the recipient of the 2017 Small Business of the Year Award given by the Ellsworth Area Chamber of Commerce!

Curt Wandmacher made a motion to adjourn, seconded by Sue Potter. Motion carried. Meeting adjourned at 5:38 p.m.

Next Meeting: March 28, 2017 at 5 p.m.

# Director's Report

## February 28, 2017

### 1. January Statistics:

- a. Total circulation: 6,100 (up from 5,758 in 2016)
- b. New patrons: 17
- c. New items: 270
- d. Public access computer sessions: 437 (up from 376 in 2016)
- e. Wireless sessions: 770 (up from 509 in 2016)
- f. E-materials checkouts: 471
- g. Website Visits: 811
- h. Door count: 3,245 (up from 3,129 in 2016)

STEAM: Good Vibrations  
Feb. 11, 2017  
project list

### 2. Activities/Programs

#### a. February:

Play & Learn	2/1	15
PSL Outreach	2/2	9
Storytime: Winter Fun	2/3	15
PJ Storytime: Valentines	2/7	45
Play & Learn	2/8	8
Morning Book Club	2/9	6
Cooking from Scratch	2/9	9
Storytime: Hearts	2/10	12
STEAM: Good Vibrations	2/11	9
Tech Time	2/13	3
Managing the Winter Blues	2/14	34
Atrium Outreach	2/14	10
Play & Learn	2/15	5
Make & Take: Monsters	2/16	16
Storytime: Mice on Ice	2/17	13
Legos in the Library	2/21	10
Play & Learn	2/22	14
Camp Forgotten	2/22	36
Art with Ann: Comics	2/23	7
Storytime: My Mitten	2/24	2 (snow)
Mixed Media Workshop	2/25	10 are signed up (max. #)

**Good Vibrations (Sound)**

- (snack) Cracker Xylophones
- Vibration Control (Introduction)
  - Cell Phone Speakers
  - Funnel Redirector
- Egg Shake Challenge
- Instrument Building
  - Lid Clickers
  - Rainsticks
  - Spin Drums
  - Straw Pan Flutes
- Playing with Sounds & Sound Effects
  - Chicken in a Cup
  - Star Wars Sound Effects
  - Jar lid & Embroidery Hoop Strummers
  - Finger drum
  - Can Drums
  - Bean Shakers
  - Water Tunes



#### b. Upcoming:

- i. "I Read 100 Stories" challenge for preschool through 4<sup>th</sup> grade in March
- ii. Mystery Quilt Reveal, March 2, 6:30 p.m. (quilt display installation March 7)
- iii. Animals of the St. Croix, March 21, 10 a.m. (Carpenter Nature Center)
- iv. Mark Twain: 100 Years Later, March 29, 1:30 p.m. (Live Tribute Productions)

### 3. Facilities/Equipment/Services

- a. Puppet/book display – considering slatwall in children's area
- b. Playaway Launchpads – considering purchase for circulation
- c. Wifi Hotspots – considering purchase for circulation
- d. Second phone line being added to accommodate simultaneous phone calls and faxes

4. Personnel & Volunteers

- a. Meetings: Program Evaluation, Feb. 2 (Florence, Tiffany); Poverty Task Force, Feb. 3 (Tiffany); Personnel Policy, Feb. 7 & 16 (Judy, Dawn, Tiffany); Staff meeting – covered Report of Incident/Injury form, Playaway Launchpad feedback, laptop procedure, student cards, Feb. 9 (all staff, not present: Crystal); Dementia Coalition, Feb. 17 (Florence); March programs, Feb. 21 (Laurie, Florence, Jeanne, Tiffany); Little Free Libraries Project, Feb. 22 (Jeanne, EMS); Play & Learn spring session planning, Feb. 23 (Florence, Family Resource Center)
- b. Training: Building a Better World Teen Summer Library Program webinar, Feb. 2 (Jeanne)
- c. Florence LaBeau: workiversary – 2 years Feb. 16

5. Friends of the Library

- a. Next scheduled meeting – March 2, 5 p.m.

6. Building/Space Committee update

- a. Next scheduled meeting – TBD

Ellsworth Area Chamber of Commerce  
2017 Small Business of the Year  
(photo by Ellsworth Chamber)

