

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

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by board president, Judy Perkins at 5:01 p.m. It was held at the Ellsworth Public Library.

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

Compliance with the open meeting law was met. The mission statement was read.

A motion was made by Dawn Schulte to approve the agenda, seconded by Renee Whipple. Motion carried.

Dawn Schulte made a motion to approve the minutes of the October 24, 2017 meeting, seconded by Angie Bjork. Motion carried.

#### Current Business

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

The board audited the monthly expenditures. Dawn Schulte made a motion to approve the expenditures, seconded by Judy Perkins. 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.

Updates to the money market accounts were reviewed and information regarding alternate spaces for programs.

Tiffany updated the board on the data breach. No further investigation of the matter is necessary. She continued with an update on the building project.

The revised 2018 EPL budget was approved after a motion by Renee Whipple and seconded by Curt Wandmacher. Motion carried.

#### New Business

Motion was made by Angie Bjork to approve the 2018 library staff wages, seconded by Renee Whipple. Motion carried. There will be a 2% increase.

Closed Session – Motion made by Karen Solyntjes to enter closed session to consider the Director's salary, seconded by Angie Bjork. Roll call included all members present.

Open Session – Motion made by Dawn Schulte to return to open session, seconded by Angie Bjork. Roll call included all members present.

Dawn Schulte made a motion to increase the Director's salary by 2%, seconded by Renee Whipple. Those in favor: Renee, Dawn, Judy, Karen, Angie; not in favor, Curt Wandmacher. Motion carried.

There was discussion regarding using the library's high-demand new materials initially for local use.

Conference call capability will be discussed next month.

The meeting adjourned at 5:47 p.m.

Next Meeting: January 30, 2018 at 5 p.m.

## Director's Report November 28, 2017

### 1. October Statistics:

- a. Total circulation: 5,269
- b. New patrons: 14
- c. New items: 303
- d. Public access computer sessions: 395
- e. Wireless sessions: 758 (up from 678 Oct. 2016)
- f. E-materials checkouts: 427 (up from 330 Oct. 2016)
- g. Website Visits: 532
- h. Door count: 3,183 (up from 3,141 Oct. 2016)

### 2. Activities/Programs

#### a. October/November:

Family Movie Night	10/24	17	Homeschool Meet & Mingle	11/7	31
Play & Learn	10/25	13	Atrium Outreach	11/7	10
Little Free Library	10/25	28	Play & Learn	11/8	8
Teen Maker Meet-Up	10/26	9	Morning Book Club	11/9	7
What's in Our Food	10/26	11	Create a Cook: Pies	11/9	7
Storytime: Halloween	10/27	18	Storytime: Turkey Time	11/10	14
Pumpkin in the Park	10/28	115	STEAM: Marbles	11/11	16
Play & Learn	11/1	18	PJ Storytime: Thanksgiving	11/14	20
PSL Outreach	11/2	11	Advance Funeral Directives	11/14	32
Fitness & Fun: Yoga	11/2	12	Play & Learn	11/15	15
Teen Advisory Board	11/2	8	Make & Take: Thanksgiving	11/16	23
Teen Movie Night	11/2	12	Storytime: Thanksgiving	11/17	20
Tech Time	11/2	3	Legos in the Library	11/21	17
Storytime: Mouse Mess	11/3	14			

#### b. Upcoming:

- i. Operation Santa Paws – month of December
- ii. Mrs. Claus visits: PJ Storytime Dec. 12 and Preschool Storytime Dec. 15
- iii. Caroling at Atrium & PSL Dec. 20

### 3. Facilities/Equipment/Services

- a. Badgernet transformation completed Oct. 31
- b. Keurig machine broken; replacement sent at no charge via Quill

### 4. Personnel & Volunteers

- a. Meetings: Chamber, Oct. 26 (Florence); Library Policy Committee, Oct. 30 (Judy, Sharon, Tiffany); Asst. Librarians – winter reading programs, Nov. 2 (Darcy, Jeanne, Laurie, Tiffany); Village Board, Nov. 6 (Curt, Tiffany); Staff meeting, Nov. 8 (all staff); Library Policy Committee, Nov. 13 (Judy, Sharon, Tiffany); Pierce County budget hearing, Nov. 14 (Tiffany); December calendar meeting, Nov. 14 (Florence, Jeanne, Laurie, Tiffany); Chamber, Nov. 16

(Florence); MORE Director's Council followed by mentor meeting, Nov. 17 (Tiffany); Library Policy committee, Nov. 27 (Judy, Sharon, Tiffany)

- b. Training: Making Your Library Work for Homeschoolers webinar, Oct. 25 (Crystal); Data Informed Collection Development, Oct. 26 (Tiffany); Promoting Your Collections webinar, Nov. 3 (Tiffany); Youth Services & SLP Workshop, Nov. 9 (Florence, Jeanne)
- c. Staff blog started for sharing info from meetings, conferences and training opportunities
- d. Florence LaBeau accepted a position in Bloomer; youth services position has been posted
- e. Jeanne Friedell requested fewer hours and has moved to Library Clerk position as of Dec. 1. Deb Kopp is moving from Substitute Library Clerk to Library Clerk as of Nov. 26 to cover those hours, which means the circ desk staff will go from three assistant librarians and one library clerk to two assistant librarians and three library clerks covering the same amount of hours.

5. Friends of the Library

- a. Nov. 2 meeting canceled
- b. Next scheduled meeting – Dec. 7, 5 p.m.

6. Building/Space Committee update

- a. Sharon Hofmeister has maintained contact with BMO
- b. Next scheduled meeting – TBD

