

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011  
Tuesday, October 30, 2018

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

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

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

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

Angie Bjork made a motion to approve the minutes of the September 25, 2018 meeting, seconded by Dawn Schulte. Motion carried.

#### Current Business

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

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

The director's report was reviewed. Use of the library continues to increase; there are a variety of successful programs offered and attended. A motion was made by Curt Wandmacher to approve the director's report, seconded by Angie Bjork. Motion carried.

Update on Building Project – A successful referendum will allow the project to continue.

Update on 2019 Budget – As requested by the Village of Ellsworth Finance Committee, Tiffany will be preparing an EPL budget for anticipated capital projects covering years 2020-2022.

#### New Business

Review of WI Public Library Standards: Tier Two – The library strives to meet all recommendations. The EPL meets the standards with the exception it lacks the space required to provide all recommendations.

Bank Mutual CD Maturing – A motion was made by Dawn Schulte to authorize treasurer, Curt Wandmacher, to review rates and renew the CD maturing on 11-15-2018. Motion seconded by Angie Bjork. Motion carried.

The Indianhead Federated Library System has officially changed its name to IFLS Library System (Inspiring and Facilitating Library Success). Curt Wandmacher made a motion to acknowledge the formal name change and recognize that it will apply to existing contracts and agreements. Renee Whipple seconded the motion. Motion carried.

The meeting adjourned at 5:35 p.m. Next Meeting: November 27, 2018 at 5 p.m.

## Director's Report October 30, 2018

### 1. September Statistics:

- a. Total circulation: 5,791 (up from 5,507 Sep. 2018)
- b. New patrons: 26 (up from 12 Sep. 2018)
- c. New items: 201
- d. Public access computer sessions: 297
- e. Wireless sessions: 577
- f. E-materials checkouts: 502 (up from 401 Sep. 2018)
- g. Website Visits: n/a (upgrade failure – stats available again in Oct.)
- h. Door count: 2,665

### 2. Activities/Programs

#### a. September/October:

Storytime: Feelings	9/21	10	PSL Outreach: Fall	10/4	7
Artist Trading Cards	9/22	9	Storytime: Me	10/5	5
Family Movie Night	9/25	9	Tech Time	10/8	3
Play & Learn	9/26	16	PJ Storytime: Me	10/9	15
Wok & Roll	9/26	30	Play & Learn	10/10	13
Storytime: Clouds	9/27	10	Morning Book Club	10/11	4
Maker Meet-Up: paracord	9/27	5	Make & Take: Tiny Paintings	10/11	11
PKC Visit	9/27	38	STEAM: Dinosaurs	10/13	12
Storytime: Clouds	9/28	5	Dementia & Caregiving	10/16	22
Minute to Win It (NEW)	Sep.	2	Legos in the Library	10/16	13
Family Game Night	10/2	4	Play & Learn	10/17	20
Atrium Outreach: Fall	10/2	4	Storytime: Autumn	10/18	7
Play & Learn	10/3	20	PKC Outreach	10/18	32
Knit & Natter	10/4	3	Storytime: Autumn	10/19	3
Storytime: Me	10/4	0	After-Hours Candyland	10/20	40

#### b. Upcoming:

- i. Oct. 31 @ 1:30 – Wisconsin Ghosts & the Afterlife
- ii. Oct. 31 3:30-5 – Community Trick or Treat & Scarecrow Contest
- iii. November – Ellsworth Middle School and High School Art Show
- iv. Nov. 13 6-7:30 – Literacy Night at Ellsworth Elementary
- v. Nov. 13 @ 10 – Author Event with Roy Edward Power

#### c. Other: Instagram monthly challenges

### 3. Facilities/Equipment/Services

- a. AED progress: order placed through American Red Cross Oct. 16
- b. Computer purchase under consideration for cataloging station and director's office

#### 4. Personnel & Volunteers

- a. Meetings: MORE Director's Council, Sep. 21 (Tiffany); IFLS Advisory Council, Sep. 24 (Tiffany); Pierce County Finance Committee, Sep. 27 (Tiffany); Village Budget meeting (Curt, Tiffany); Chamber meeting, Sep. 27 (Tiffany); Village Board, Oct. 1 (Curt, Tiffany); Asst. Librarians, Oct. 4 (Caroline, Laurie, Tiffany); Youth Services mentor meeting, Oct. 6 (Elise); Village Budget meeting, Oct. 9 (Curt, Tiffany); Design Ellsworth, Oct. 11 (Tiffany); Staff meeting, Oct. 11 (all staff); Village Budget meeting, Oct. 15 (Curt, Tiffany); MORE Operations Committee meeting, Oct. 18 (Laurie)
- b. Training: WLA Conference, Oct. 23-26 (Tiffany)
- c. Staff evaluations were completed between Sep. 20 and Oct. 11
- d. Volunteers: Eryka Knutson completed 138.5 volunteer hours with the library and has ended her volunteer role due to cross country demands.

#### 5. Friends of the Library

- a. Oct. 4 meeting date was changed to Oct. 1 – discussed postcard mailing; finalized Read to Your Baby order
- b. Some members gathered Oct. 15 to assemble and deliver Read to Your Baby bags to WIC
- c. Next scheduled meeting – Nov. 15, 5 p.m.

#### 6. Building/Space Committee update

- a. Met Oct. 8 – quorum was not met; no official business; updates re: referendum pieces
- b. Next scheduled meeting – Nov. 12, 6:30 p.m.

# NATIONAL FRIENDS OF LIBRARIES WEEK

Oct. 21-27, 2018



[www.ala.org/united/friendsweek](http://www.ala.org/united/friendsweek)

