

Meeting Minutes

Ellsworth Public Library Board of Trustees Meeting

Tuesday, January 30, 2018

5:00 p.m.

Ellsworth Public Library, 312 West Main St., Ellsworth, WI 54011

Call to order

The meeting was called to order at 5:00 pm by President Judy Perkins.

Establish a quorum

In attendance were Judy Perkins, Dawn Schulte, Sharon Hofmeister, Angie Bjork, Library Director Tiffany Meyer. Absent: Curt Wandmacher, Karen Solyntjes, and Renee Whipple

Certification of compliance with Open Meeting Law

Open meeting law compliance was met.

Approve agenda

MSC Motion made to approve the agenda made by Sharon Hofmeister, seconded by Angie Bjork.

Approve minutes from the November 28, 2017 Meeting

MSC Motion made by Angie Bjork to approve the November 28, 2017 meeting minutes, seconded by Sharon Hofmeister.

Current Business

Review and approval of financial reports - Motion made by Sharon Hofmeister to approve the financial reports, seconded by Angie Bjork.

Audit and approval of monthly expenditures - Motion made by Dawn Schulte to approve the monthly expenditures, seconded by Sharon Hofmeister.

Review and approval of director's report –Motion made by Sharon Hofmeister to approve the director's report, seconded by Angie Bjork.

Conference call capability will be using Go To Meeting.

New Business

Motion was made by Dawn Schulte to have Clerk Nelson renew the Village-held CD maturing Feb. 13, 2018 at the best rate, seconded by Angie Bjork.

Motion was made by Sharon Hofmeister to approve the 2017 annual report, seconded by Angie Bjork.

Motion was made by Sharon Hofmeister to go fine free 4/1/2018, seconded by Angie Bjork.

Motion was made by Sharon Hofmeister for adoption of the General Records Schedule of Wisconsin Public Libraries, seconded by Angie Bjork.

Roll call vote to hold closed session at 5:53 pm for board consideration of building committee recommendation regarding engineering assessment as authorized by Wisconsin Statutes Section 19.85(1)(e).

Roll call included all members present.

Roll call vote to go back into open session at 6:10 pm. Roll call included all members present.

Motion was made by Sharon Hofmeister to deposit remaining 2017 funds in the Library checking account to be use for the engineering assessment fees for MSR, seconded by Angie Bjork.

Meeting adjourned 6:16 pm.

Next Meeting: February 27, 2018 5pm

Director's Report January 30, 2018

Special Visitor
January 2018

1. November Statistics:
 - a. Total circulation: 5,497
 - b. New patrons: 15
 - c. New items: 265
 - d. Public access computer sessions: 350
 - e. Wireless sessions: 692
 - f. E-materials checkouts: 465 (up from 398 Nov. 2016)
 - g. Website Visits: 800 (up from 727 Nov. 2016)
 - h. Door count: 2,953 (up from 2,888 Nov. 2016)
2. December Statistics
 - a. Total circulation: 4,907
 - b. New patrons: 10
 - c. New items: 107
 - d. Public access computer sessions: 310
 - e. Wireless sessions: 523
 - f. E-materials checkouts: 429 (up from 317 Dec. 2016)
 - g. Website Visits: 645
 - h. Door count: 2,439



3. Activities/Programs

a. November/December/January:

Family Movie Night	11/28	15	Storytime: Family	12/29	21
Ghosts of Christmas	11/29	38	Tech Time	1/4	3
Teen Maker Meet-Up: Rocks	11/30	5	PSL Outreach: Color	1/4	12
Storytime: Zoo	12/1	7	Storytime: Pirates	1/5	14
Homeschool Meet & Mingle	12/5	12	Atrium Outreach: Color	1/9	9
Atrium Outreach: Holidays	12/5	8	PJ Storytime: Snowfolks	1/9	8
PSL Outreach: Holidays	12/7	10	Play & Learn	1/10	13
Storytime: Cookies	12/8	19	Morning Book Club	1/11	4
STEAM: Light & Dark	12/9	13	Storytime: Ocean Animals	1/12	4
Tech Time	12/11	2	STEAM: Magnets	1/13	12
PJ Storytime: Mrs. Claus	12/12	34	80% Nutrition, 20% Exercise	1/16	19
Create a Cook: Cookies	12/14	13	Legos in the Library	1/16	13
Morning Book Club	12/14	6	Play & Learn	1/17	16
Storytime: Mrs. Claus	12/15	7	Make & Take: Yarn Painting	1/18	10
Legos in the Library	12/19	3	Storytime: Winter	1/19	14
Caroling at Atrium	12/20	18+	Family Movie Night	1/23	18
Caroling at PSL	12/20	24	Play & Learn	1/24	7
Make & Take: Holidays	12/21	8	Teen Maker Meet-Up	1/25	6
Storytime: Night Before	12/22	25	Storytime: Bears	1/26	15
Teen Maker Meet-Up	12/28	11			

- b. Ongoing/Upcoming:
 - i. Teen Wild Winter Challenge and Fresh Start for Youth fine forgiveness – January
 - ii. Mystery Quilt program – clues released weekly in January; reveal March 6
 - iii. Jan. 31 @ 1:30 – Enjoy a Trip Through My Lens with photographer Kip Earney
 - iv. Thursday afternoon storytimes beginning in February
 - v. Adult Wild Winter Challenge – February
 - vi. Feb. 13 @ 10 – The Healing Power of Touch with Erica Reiff, LMT

4. Facilities/Equipment/Services

- a. No invoice for December 2017 invoice period due to delay in BadgerNet upgrade project
- b. Collected approx. \$275 in goods donated to Humane Society of Goodhue County and Dunn County Humane Society for Operation Santa Paws
- c. Eight caregiver kits funded by ADRC in process of being cataloged

5. Personnel & Volunteers

- a. Meetings: Asst. Librarians, Dec. 7 (Darcy, Laurie, Tiffany); Village Board, Dec. 4 (Curt, Tiffany); Staff meeting, Dec. 13 (all staff); Asst. Librarians, Jan. 4 (Darcy, Laurie, Tiffany); Staff meeting, Jan. 18 (all staff); MORE Director’s Council, Dec. 19 (Tiffany)
- b. Training: Cataloging Certification Retreat, Jan. 15 (Laurie, Tiffany) and Jan. 19 (Darcy); Wild Wisconsin Winter Web Conference Jan. 23-25 (various)
- c. Elise Gregory accepted the open Youth Services Librarian/Programming coordinator position. Her first day was Jan. 4.
- d. Two-year work anniversaries: Jeanne on Jan. 11 and Darcy on Jan. 13
- e. Over 450 volunteer hours were logged in 2017!

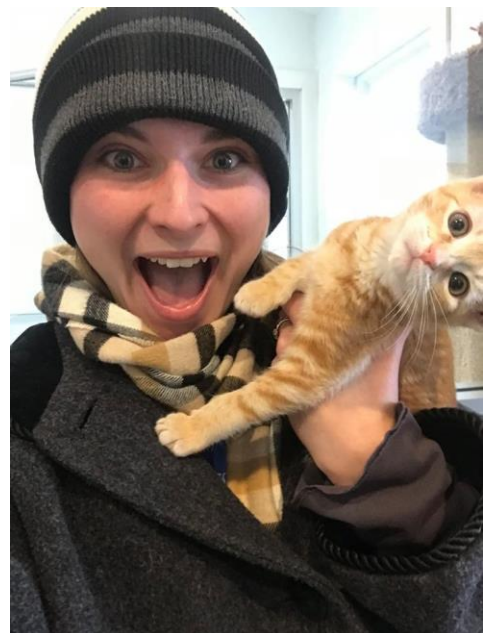
6. Friends of the Library

- a. Met Dec. 6 – reviewed EPL long range plan; update on county budget hearing; discussed net neutrality
- b. Met Jan. 4 – set annual meeting for May 7 at 6 p.m.; looking into books for babies program and liability insurance for performers
- c. Next scheduled meeting – Feb. 1, 5 p.m.

7. Building/Space Committee update

- a. Met Jan. 29 – discussion of engineering assessment
- b. Next scheduled meeting – TBD

Operation Santa Paws drop-off
December 2017



STEAM: Magnets
Jan. 13, 2018

