

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, February 26, 2019

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by Curt Wandmacher at 5:05 p.m. It was held at the Ellsworth Public Library.

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

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

A motion was made by Angie Bjork to approve the agenda, seconded by Dawn Schulte. Motion carried. Dawn Schulte made a motion to approve the minutes of the January 29, 2019 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 Karen Solyntjes. Motion carried.

The director's report was reviewed. Many great programs and activities were offered this month. The inclement weather affected attendance at some of the activities. The coming month also has a lot to offer the community. A motion was made by Angie Bjork to approve the director's report, seconded by Karen Solyntjes. Motion carried.

The Ellsworth Public Library Policy was updated and revised by a committee including Judy Perkins, Sharon Hofmeister, and Tiffany Meyer. The board reviewed the new policy. Karen Solyntjes made a motion to approve the EPL Policy and Angie Bjork seconded the motion. Motion carried.

New Business

Library director, Tiffany Meyer, presented recommendations to improve the appearance and function of the bathrooms, back entrance hallway, staff area, public reading room, and bulletin boards. She will proceed with planning for the completion of the projects.

Discussion regarding e-material contributions was delayed until the next meeting.

Library funds (ACT 150) invested in a CD at Associated Bank will mature March 13, 2019. A motion was made by Curt Wandmacher to contact Peggy Nelson regarding this Village-held CD and ask her to renew it at the best rate available. Motion seconded by Angie Bjork. Motion carried.

2019 ACT 150 and ACT 420 reimbursement requests are being prepared to be submitted by the due date.

Adjournment – Meeting adjourned at 5:50 PM. Next meeting will be March 19, 2019, 5:00 PM in the Ellsworth Village Hall building.

Director's Report

February 26, 2019

1. January Statistics:

- a. Total circulation: 5,712 (up from 5,272 Jan. 2018)
- b. New patrons: 24 (up from 8 Jan. 2018)
- c. New items: 189
- d. Public access computer sessions: 240
- e. Wireless sessions: 588 (up from 554 Jan. 2018)
- f. E-materials checkouts: 783 (up from 515 Jan. 2018)
- g. Website visits: 1,685 (up from 665 Jan. 2018)
- h. Door count: 2,546 (up from 2,509 Jan.2018)

2. Activities/Programs

a. January/February:

Arts, Crafts & Play	1/26	31	Tech Time	2/11	2
Storytime: Maine	1/31	<i> canceled </i>	PJ Storytime: Look at You!	2/12	<i> canceled </i>
Storytime: Maine	2/1	5	Morning Book Club	2/14	6
Family Game Night	2/5	0 (<i> weather </i>)	Storytime: Look at You!	2/14	2
Atrium Outreach: Hearts	2/5	6	Teen Open Writing	2/14	1
EHS Reality Check	2/6	160	Storytime: Look at You!	2/15	23
Storytime: Bears	2/7	<i> canceled </i>	Health Online	2/19	17
Knit & Natter	2/7	0 (<i> weather </i>)	Legos in the Library	2/19	15
PSL Outreach: Hearts	2/7	<i> canceled </i>	Storytime: Let's Dance	2/21	0
Storytime: Bears	2/8	8	Storytime: Let's Dance	2/22	9
STEAM: Pipe Cleaners	2/9	13			

b. Upcoming:

- i. Feb. 27 – Mystery Quilt Show & Tell at 6:30 p.m.
- ii. March 8 – Simple Bookmaking for Kids at 10:10 a.m.
- iii. March 12 – Right Off the Reel at 10 a.m.
- iv. March 14 – Teen Open Writing with Shelley Tougas at 4 p.m.
- v. March 16 – Free Dive-In Movie Night for Frozen Feb. Fun participants
- vi. March – Mystery Quilt display

3. Facilities/Equipment/Services

- a. Ceiling tiles and lightbulbs replaced in late January; vent fixtures cleaned
- b. Snow shoveling shared by library staff and village crew
- c. Extensive weeding completed in adult fiction and DVDs to create space for new items
- d. Transparent Language and Lynda.com available to library cardholders now!

4. Personnel & Volunteers

- a. Meetings: Design Ellsworth Community Follow-Up, Jan. 28 (Judy, Tiffany, Crystal); Village Board, Feb. 4 (Curt, Tiffany); Asst. Librarians, Feb. 5 (Caroline, Laurie, Tiffany); Staff meeting, Feb. 7 (all staff); MORE Operations, Feb. 18 (Laurie)
- b. Training: Transparent Language webinar (Laurie, Caroline); Lynda.com webinar (Caroline); Let's Talk About Race in Storytimes webinar (Elise)
- c. Student volunteer Neal Gage started Feb. 13

5. Friends of the Library

- a. Feb. 7 meeting canceled due to weather and lack of quorum
- b. Next scheduled meeting – March 7 at 5 p.m.

6. Building/Space Committee update

- a. Next scheduled meeting – TBD

Arts, Crafts & Play Day
With Brush Strokes, Country Fit & YBUrban?
Jan. 26, 2019

STEAM: Pipe Cleaners
Feb. 9, 2019

