

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011  
Tuesday, August 27, 2019

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

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

A motion was made by Curt Wandmacher to approve the agenda, seconded by Angie Bjork.  
Motion carried.

Curt Wandmacher made a motion to approve the minutes of the July 30, 2019 meeting, seconded by Karen Solyntjes. Motion carried.

#### Current Business

The board reviewed the financial report. Sharon Hofmeister made a motion to approve the financial report, seconded by Dawn Schulte. Motion carried.

The board audited the monthly expenditures. Tiffany will review the salary amounts for accuracy. Dawn Schulte made a motion to approve the expenditures, seconded by Angie Bjork. Motion carried.

The director's report was presented by Tiffany Meyer. New programs offered in September include Ugly Dog Storytime, Community Book Club, Totally Tuesdays Exploration, and Robotics for Kids as a Saturday program. DVDs (from Sentimental Productions) have been added to the collection as a resource for caregivers. The building/space committee will meet September 16<sup>th</sup> at 6:00 p.m. A motion was made by Karen Solyntjes to approve the director's report, seconded by Sharon Hofmeister. Motion carried.

Update on library board vacancy – Approval of new member, Angie Whelan, is scheduled for September 9, 2019, by the Village Board.

Bond for Treasurer position was reviewed. It was determined that the position is covered through the insurance held by the Village of Ellsworth.

#### New Business

Information regarding the EPL in partnership with Pierce County Public Health Department in the event of an emergency. The scope of this partnership is to have the Ellsworth Public Library scan social media for disaster information during an emergency. Any relevant information will be communicated to the Pierce County Public Information Officer.

Library Building Project - Three firms will receive an invitation to present designs and be interviewed with regard to the remodeling of and addition to the current library building. The Building and Space committee will extend this opportunity to Cedar Corporation, Ayres Associates, and Kodet Architectural Group.

Adjournment – Meeting adjourned at 5:25.

Next meeting: September 24, 2019 at 5:00.

# Director's Report

## August 27, 2019

### 1. July Statistics:

- a. Total circulation: 6,399
- b. New patrons: 27
- c. New items: 157
- d. Public access computer sessions: 273
- e. Wireless sessions: 507
- f. E-materials checkouts: 709 (up from 640 July 2018)
- g. Website visits: 1,236 (up from 155 July 2018; manual count from IFLS)
- h. Door count: 2,955

### 2. Activities/Programs

#### a. July/August:

Pint Size Polkas	7/31	73	Tech Time	canceled
Minute-to-Win-It	July	8	Frederick Blanch	8/13 22
Knit & Natter	8/1	7	PJ Storytime	8/13 7
Poolside Storytime	8/1	17	PKC Visit	8/14 39
Together Thursdays	8/1	110	Poolside Storytime	8/15 3
PSL Outreach: Fair	8/1	8	Waffles for Teens	8/15 17
Storytime: Go	8/2	12	Storytime: Bubbles	8/16 10
National Night Out	8/6	120	EES Outreach	8/20 ?
Atrium Outreach: Fair	8/6	5	Poolside Storytime	8/22 0
PKC Visit	8/7	34	St. Francis Outreach	8/22 ?
Morning Book Club	8/8	5	Summer Library Program scavenger	
Poolside Storytime	8/8	0	hunt: 159 youth; 40 teens; 86 adults	
Storytime: Pretend	8/9	6		

#### b. Upcoming:

- i. Program additions: Ugly Dog storytime every other Thursday (begins Sep. 5); Totally Tuesdays monthly exploration for all ages (begins Sep. 24); Community Book Club one evening a month (begins Sep. 26); Robotics for Kids monthly Saturday program (begins Sep. 28)
- ii. Discontinuing: Family Movie Night; Make & Take; STEAM
- iii. Sep. 10 at 10 a.m. – Author Event with Dan Woll & Walter Rhein
- iv. September – Pierce County Fair entries on display

### 3. Facilities/Equipment/Services

- a. Hotspots – five devices received and in processing
- b. Launchpads – five pre-loaded tablets on order
- c. Backpacks – three backpacks with books and activities in processing (children)
- d. Caregiver resources – DVDs from Sentimental Productions added to collection
- e. Newsletter – email addresses collected with summer program registration; format and content under consideration

f. Phone trouble Aug. 12; resolved through AT&T

4. Personnel & Volunteers

- a. Meetings: Village Board, Aug. 5 (Curt, Tiffany); Staff meeting, Aug. 6 (all staff); Trustee Orientation, Aug. 15 (Angie W., Tiffany); Village Finance, Aug. 26 (Curt, Tiffany)
- b. Training: Trustee Training Week webinars, Aug. 12-16 (EPL Board members)
- c. Staff outing July 31 at Trimble River Trading
- d. Staffing changes: Deb Kopp resigned as library clerk to accept a full-time media specialist position effective Aug. 29; Darcy Behringer returning as library clerk to fill the vacancy effective Sep. 3.

5. Friends of the Library

- a. Next scheduled meeting – Sep. 5 at 5 p.m.

6. Building/Space Committee update

- a. Aug. 26 – reviewed qualifications of architectural firms that submitted Statements of Qualifications
- b. Next scheduled meeting – Sep. 16 at 6 p.m.

Ellsworth Fire Department Community Parade  
August 11, 2019

