

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, July 30, 2019

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

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

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.

Curt Wandmacher made a motion to approve the minutes of the June 25, 2019 meeting, seconded by Sharon Hofmeister. Motion carried.

Current Business

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

The board audited the monthly expenditures. Curt Wandmacher made a motion to approve the expenditures, seconded by Karen Solyntjes. Motion carried.

The director's report was presented by Tiffany Meyer. The summer programs have been well attended and there are upcoming events in August at the library and various locations in the village. E-Materials circulation has increased. New signage is displayed in the library for genre areas. A motion was made by Sharon Hofmeister to approve the director's report, seconded by Dawn Schulte. Motion carried.

Tiffany updated the board regarding current library maintenance projects.

Update on library board vacancy. Angie Whelan attended the board meeting and has agreed to become a trustee upon being appointed by the Village Board. We look forward to her serving on the library board.

Discussion regarding bond for Treasurer position will take place at the next meeting after gathering more information.

New Business

Discussion and action regarding a Hotspot lending policy and user agreement - A motion was made by Curt Wandmacher to approve Hotspot Policy draft 7B, seconded by Dawn Schulte. Motion carried. Karen Solyntjes made a motion to adopt the Hotspot Device User Agreement, seconded by Sharon Hofmeister. Motion carried. The Hotspots should be available for circulation by September.

Discussion and action regarding the RFQ for building project – Sharon Hofmeister made a motion to send the Request for Statements of Qualifications document and the Preliminary Scope of Services document to a list of architects, and include the MS&R architectural firm. The motion was seconded by Curt Wandmacher. Motion carried.

The meeting adjourned at 6:05pm. Next Meeting: August 27, 2019 at 5 p.m.

Director's Report

July 30, 2019

1. June Statistics:

- a. Total circulation: 5,196
- b. New patrons: 15
- c. New items: 225
- d. Public access computer sessions: 127
- e. Wireless sessions: 496
- f. E-materials checkouts: 701 (up from 549 June 2018)
- g. Website visits: 840
- h. Door count: 2,961

E-MATERIALS CIRCULATION BY TYPE

Audiobook	347
Ebook	352
Video	2

2. Activities/Programs

a. June/July:

Totally Tuesday: Mosaics	6/25	31	Together Thursdays	7/11	100
Launch & Light	6/26	80	Storytime: Night Sky	7/12	20
Storytime: Paint	6/28	7	Art Day	7/15	25
Family Game Night	7/2	5	Legos in the Library	7/16	4
Lego Guy	7/3	88	Tom Pease	7/17	67
Storytime: Water	7/5	13	PSL Outreach: Buttons	7/18	8
Tech Time	7/8	2	Poolside Storytime	7/18	17
PJ Storytime: Space	7/9	2	Storytime: Dirt, Sand	7/19	22
Atrium Outreach: Buttons	7/9	4	Totally Tuesday	7/23	16
Pool Party	7/10	92	History of Blues	7/23	34
Knit & Natter	7/11	4	My Mother the Astronaut	7/24	72
Morning Book Club	7/11	6	Poolside Storytime	7/25	9
Poolside Storytime	7/11	28	Storywalk at East End	7/26	7

b. Upcoming:

- i. July 31 – Music & Magic from the Polkaverse at 1 p.m.
- ii. Aug. 1 – Together Thursday in East End Park: Tarnished Brass at 6 p.m.
- iii. Aug. 6 – Outreach at National Night Out from 6:30-8:30 p.m.
- iv. Aug. 7 & 14 – PKC visits and yoga with Erica Reiff at 1 p.m.
- v. Aug. 13 – Author Event: Frederick Blanch at 10 a.m.
- vi. Aug. 15 – Waffles for Teens & TAB meeting at 4 p.m.
- vii. Aug. 20 & 22 – Outreach at EES & St. Francis open houses
- viii. August – dyed silk scarves by Kay Fritz on display

3. Facilities/Equipment/Services

- a. Carpets cleaned by A-1 July 27
- b. BiblioCore expected to be new online card catalog discovery layer as of spring 2020
- c. BiblioApp approved in 2020 MORE budget
- d. Local priority holds will continue
- e. New genre signage in the works

4. Personnel & Volunteers
 - a. Meetings: Village Board, July 8 (Curt, Tiffany); Asst. Librarians, July 11 (Laurie, Caroline, Tiffany); Staff meeting, July 16 (all staff); MORE Director's Council, July 19 (Tiffany); Chamber, July 25 (Elise, Tiffany)
 - b. Training:
 - c. New volunteers: Mike Benoy providing robotics program starting in September

5. Friends of the Library
 - a. July 11 – updates on library building project; fundraiser ideas shared; Levitt grant discussed; upcoming volunteer opportunities
 - b. Cheese Curd Festival volunteer fundraiser results: 18.5 hours, \$314.50
 - c. Next scheduled meeting – Sep. 5 at 5 p.m.

6. Building/Space Committee update
 - a. July 15 – review of Village Board meeting; options of remodeling or leasing discussed; motion to send draft RFP to Library Board for approval
 - b. Next scheduled meeting – Aug. 12 at 6:30 p.m.

Art Day
July 15, 2019



Tom Pease
July 17, 2019

