

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, June 25, 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, Lower Level Senior Center.

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

Curt Wandmacher made a motion to approve the minutes of the May 28, 2019 meeting, seconded by Angie Bjork. Motion carried.

Current Business

The board reviewed the financial report. The decision was made to retain the checking account currently at Associated Bank until the fall of 2019. At that time there will be an opportunity to move the funds to a CD or Money Market account. Karen Solyntjes made a motion to approve the financial report, seconded by Sharon Hofmeister. 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 presented by Tiffany Meyer. Nineteen programs/activity days were offered in June and attended by patrons and citizens in addition to the traditional library services. A new website was launched on June 20, 2019. A motion was made by Karen Solyntjes to approve the director's report, seconded by Angie Bjork. Motion carried.

Update on library improvements - Improvements were completed in the bathrooms, back entry hallway, staff break room, and reading room. Projects were completed at or below the estimated costs.

There is a vacancy on the Library Board of Trustees. An appointment will be made by the Village President from candidate recommendations.

New Business

EPL Board of Trustees Bylaws were reviewed. After making one edit to the section regarding the responsibilities of the treasurer, the bylaws were approved. The treasurer will not be required to co-sign all checks drawn on the funds held by the library. Only checks in the amount of \$1000 or more will require the treasurer to co-sign. Sharon Hofmeister made a motion to approve the bylaws with the edit made, seconded by Angie Bjork.

Discussion regarding addition of the office of Vice President to the board of trustees - The board decided to add the office of Vice President. Angie Bjork volunteered to hold this office. Curt Wandmacher made a motion to accept Angie Bjork as Vice President, seconded by Sharon Hofmeister. Angie was accepted by a unanimous vote. Motion carried.

Discussion regarding the office of Treasurer being a bonded position - Tiffany will research the process and requirements and update the board in July.

Review of the limitations and conditions in the upstairs storage areas - There are 2 sets of stairs behind a mid-sized door that leads to the upstairs. The walls are crumbling. The ceiling and the walls are cracked. There is an area that becomes wet which limits its use. It was decided the upstairs storage areas need to be fixed.

Discussion regarding adding Hotspots to the library's circulating collection – Tiffany explained the equipment and its availability at other libraries. The board approved adding 5 Hotspots to the circulation collection, making them available to patrons.

Discussion regarding adopting a Library Card Policy for Institutions – Institutions will be able to obtain a library card and check out materials as individual patrons, with the exception of the Hotspots. Curt Wandmacher made a motion to adopt the policy presented by Tiffany, motion seconded by Sharon Hofmeister. Motion Carried.

Adjournment – Meeting adjourned at 6:10.

Next meeting: July 30, 2019 at 5:00.

Director's Report June 25, 2019

1. May Statistics:

- a. Total circulation: 5,252
- b. New patrons: 27
- c. New items: 230
- d. Public access computer sessions: 246
- e. Wireless sessions: 482
- f. E-materials checkouts: 647 (up from 525 May 2018)
- g. Website visits: 1,119 (up from 435 May 2018)
- h. Door count: 2,469 (missing data from 5/1/19 and part of 5/2/19 at back door)

2. Activities/Programs

a. May/June:

Family Movie Night	5/28	19
Storytime: Picnics	5/30	7
Storytime: Picnics	5/31	10
Minute to Win It (May)		1
Atrium Outreach	6/4	3
Family Game Night	6/4	3
Knit & Natter	6/6	5
PSL Outreach	6/6	6
Tech Time	6/10	3
PJ Storytime: Space	6/11	21
Ugly Dog Therapy	6/11	31
Poolside Storytime	6/13	15
Morning Book Club	6/13	7
Together Thursdays	6/13	120
Storytime: Space	6/14	14
Legos in the Library	6/18	8
Giant Steps	6/19	200
Poolside Storytime	6/20	15
Storytime: Yoga	6/21	12

Summer Library Program 2019



b. Upcoming:

- i. June 26 – Launch & Light at 1 p.m.
- ii. July 3 – The Lego Guy at 1 p.m.
- iii. July 4 - CLOSED
- iv. July 1 – Pool Party at 1 p.m.
- v. July 11 – Together Thursday in East End Park: Hoof on the Roof at 6 p.m.
- vi. July 15 – Art Day from 10 a.m.-12:30 p.m.
- vii. July 17 – Tom Pease (musician) at 1 p.m.
- viii. July 23 – The History of the Blues in America at 10:30 a.m.
- ix. July 23 – Totally Tuesday (hands-on fun projects) from 4-7 p.m.

- x. July 24 – My Mother the Astronaut (live theater) at 1 p.m.
- xi. July – photography by Tim Farrell on display

3. Facilities/Equipment/Services

- a. Painting in hallway and restrooms completed June 2, 8 & 9
- b. Back door to hallway sandblasted and painted June 15 & 16
- c. Ransomware infection attacked IFLS Library System servers June 17
- d. New website launched June 20
- e. New online card catalog options being reviewed by MORE Director’s Council

4. Personnel & Volunteers

- a. Meetings: Chamber, May 23 (Elise, Tiffany); Village Board, June 3 (Curt, Tiffany); Staff meeting, June 4 (all staff); Bylaws committee, June 10 (Judy, Dawn, Tiffany); Asst. Librarians, June 13 (Laurie, Caroline, Tiffany); IFLS Advisory Council, June 17 (Tiffany); Village Finance, June 17 (Curt, Tiffany, many others)
- b. Training:
- c. New volunteers: Deanna Juetten assisting with shelving; Jordan Perez and Katie Gillespie assisting with summer programs

5. Friends of the Library

- a. June 6 – meeting canceled due to lack of agenda items
- b. Next scheduled meeting – July 11 at 5 p.m.

6. Building/Space Committee update

- a. Village finance committee made recommendation to direct Building/Space Committee to research remodeling options for current library building (6/17/19)
- b. Next scheduled meeting – July 15 at 6:30 p.m.

