

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, April 16, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:04 p.m. Due to the Safer at Home order, the meeting took place online via Zoom and was available to the public. Zoom Meeting <https://zoom.us/j/897126709> Meeting ID: 897 126 709
Dial by your location +1 312 626 6799 US (Chicago) Meeting ID: 897 126 709

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

Compliance with the open meeting law was met.

A motion was made by Sharon Hofmeister to approve the agenda, seconded by Angie Bjork. Roll call vote; motion carried.

Angie Whelan made a motion to approve the minutes of the March 19, 2020 meeting, seconded by Angie Bjork. Roll call vote; motion carried.

Current Business

The board reviewed the financial report. Karen Solyntjes made a motion to approve the financial report, seconded by Sharon Hofmeister. Roll call vote; motion carried.

The board audited the monthly expenditures. Angie Whelan made a motion to approve the expenditures, seconded by Angie Bjork. Roll call vote; motion carried.

The director's report for March was presented by Tiffany Meyer. Many changes in operation of the library have taken place. The library has been closed to the public since March 17th. EPL staff have created video tutorials to help people learn about some of the library's digital offerings; e-cards, e-materials, databases, and also sharing informational videos from local businesses. Virtual programs coming up may include Ugly Dog Storytime with Jenny Langness, Storytime with Elise Gregory, Tech Time with Barb Krueger, and Resiliency workshop with Elaine O'Keefe. WiFi is available to the public in the upper and lower parking lots behind the library building. EPL staff are assisting Pierce County Public Health with social media monitoring. Friends of the Library and the Building/Space Committee have tentative meetings set in May. Sharon Hofmeister made a motion to approve the director's report and there was a second by Karen Solyntjes. Roll call vote; motion carried.

Update on library building projects – A presentation to the Village Board will take place when safe to attend meetings.

Date and time change was decided for future Ellsworth Public Library Board meetings. Karen Solyntjes made a motion to change the meeting date and time from the last Tuesday of each month at 5:00 p.m. to meeting the third Thursday of each month at 4:00 p.m. Motion seconded by Angie Whelan. Roll call vote; motion carried.

New Business

Review and approval of Ayres Associates invoice #185663 covering payment for grant writing personnel. Angie Whelan made a motion to pay Ayres Associates invoice for \$767.34, seconded by Angie Bjork. Roll call vote; motion carried.

Adjournment – Angie Whelan made a motion to adjourn, seconded by Angie Bjork. Meeting adjourned at 4:20 p.m. Next meeting: Thursday, May 21, 2020 at 4:00 p.m.

Director's Report April 16, 2020

1. March Statistics:

- a. Total circulation: 3,793
- b. New patrons: 15
- c. New items: 121
- d. Public access computer sessions: 254
- e. Wireless sessions: 362
- f. E-materials checkouts: 749 (compared to 733 March 2019)
- g. Website visits: 2,864 (up from 994 March 2019)
- h. Door count: 1,683

The library has been closed to the public since Tuesday, March 17.

2. Activities/Programs

a. March/April:

Programs suspended as of March 16 due to concerns surrounding the COVID-19 crisis.

b. Upcoming:

- i. All in-person programs suspended through at least May 2
- ii. Virtual programs may include Ugly Dog Storytime with Jenny Langness, Storytime with Elise Gregory, Tech Time with Barb Krueger, Resiliency workshop with Elaine O'Keefe, as well as passive programs/activities through social media
- iii. April 19-25 – National Library Week and National Volunteer Week

3. Facilities/Equipment/Services

- a. EPL staff have created video tutorials to help people learn about some of the library's digital offerings – e-cards, e-materials, databases, etc.; also sharing informational videos from local businesses
- b. WiFi is available to the public in the upper and lower parking lots behind the library building
- c. EPL staff are assisting Pierce County Public Health with social media monitoring

4. Personnel & Volunteers

- a. Meetings: WEDC Economic Strategy discussion, March 20 (Tiffany); Assistant Librarians, April 1 (Caroline, Laurie, Tiffany); E3CDC, April 8 (Tiffany); EPL staff meeting, April 9 (all staff); weekly IFLS check-ins for Directors, Adult Services, Youth Services (various staff)
- b. Training: EPL staff have been participating in continuing education during the library closure, including professional reading, webinars, and exploration of digital services

5. Friends of the Library

- a. April 2 meeting canceled
- b. Next scheduled meeting – May 7 at 5 p.m. (tentative)

6. Building/Space Committee update

- a. April 13 meeting canceled
- b. Next scheduled meeting – May 11 at 6:30 p.m. (tentative)