

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, December 17, 2019

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 5:13 p.m. It was held at the Senior Center in the lower level of the Ellsworth Public Library.

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

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

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

Angie Whelan made a motion to approve the minutes of the November 26, 2019 meeting, seconded by Angie Bjork. Motion carried. The budget for 2020 was approved at the November meeting. Angie Whelan made a motion to amend the budget to raise the two percent cost of living increase in library employee wages to 2.5 percent. This is for all library staff, effective 1-1-2020. Angie Bjork seconded the motion. Motion carried.

Current Business

The board reviewed the financial report. Angie Whelan made a motion to approve the November funds transaction Curt Wandmacher made at BMO Harris. The CD and Money Market funds were combined and reinvested at BMO Harris rather than moving the money to Associated Bank. Dawn Schulte seconded the motion. Motion carried. Dawn Schulte made a motion to approve the financial report, seconded by Angie Whelan. Motion carried.

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

The director's report was presented by Tiffany Meyer. Website visits have increased compared with last year at this time. The artwork of Jeanne Friedell will be on display this coming month in the library. CVTC will be offering GED classes at the library beginning January 21, 2020. A new online catalog (Bibliocore) will be available to library patrons in January. The Friends of the Library group was successful with their funding request submitted to the Nestle Purina program. The library will receive \$1000. Motion made by Angie Bjork to approve the director's report, seconded by Angie Whelan. Motion carried.

New Business

Update on the building project – Two preliminary concept plans have been submitted and discussed with the Building and Space Committee. Ayres Associates provided a space tabulation for the layout of the addition and remodel. The preliminary Project Cost/Budget Summary shows projected costs are within the original budget goal for the project. Jodi Nelson, project architect

with Ayres Associates, will manage the project details and there will not be a need for a separate project manager locally. Mark Paschke is the overall project manager from Ayres. The fundraising campaign will be led by fundraising committee chair, Tony Birkel and assisted by Roxy Birkel.

Ayres Associates invoice #183728 was submitted. Curt Wandmacher made a motion to approve the Ayres Associates invoice as submitted and have it sent to the Village of Ellsworth for payment from funds set aside for library impact fees. The remainder of the invoice is to be paid from funds in the money market account at Associated Bank. Dawn Schulte seconded the motion. Motion carried.

The Local Government Investment Pool Account will be closed and the funds transferred to the library checking account. Motion by Karen Solyntjes, seconded by Angie Bjork. Motion carried.

An OverDrive Advantage purchase through IFLS was completed. Tiffany provided the invoice showing materials selected.

Revised drafts were presented that could become a logo or brand for the EPL building project marketing campaign. A final choice was considered.

Staffing changes were considered. Jeanne Friedell will be retiring at the end of January. The hours available for that position will be split among the current staff. Curt Wandmacher made a motion to hire a substitute clerk to replace the current substitute clerk who will be taking on part of Jeanne's hours and will not be available as a sub. The motion was seconded by Angie Whelan. Motion carried.

Adjournment – Meeting adjourned at 6:10 p.m.

Next meeting: January 28, 2020 at 5:00 p.m.

Director's Report

December 17, 2019

1. November Statistics:

- a. Total circulation: 5,155
- b. New patrons: 17
- c. New items: 202
- d. Public access computer sessions: 198
- e. Wireless sessions: 419
- f. E-materials checkouts: 652
- g. Website visits: 1,109 (up from 937 Nov. 2018)
- h. Door count: 2,600

2. Activities/Programs

a. November/December:

Totally Tuesday: Knit	11/26	cxl	Holiday Potluck	12/10	18
Cyber Monday promo	12/2	83	PJ Storytime: Mrs. Claus	12/10	33
Atrium outreach: puzzles	12/3	2	St. Francis 4YK	12/11	21
Family Game Night	12/3	2	Morning Book Club	12/12	6
PSL outreach: puzzles	12/5	10	EMS lunchtime outreach	12/12	20
Knit & Natter	12/5	5	Ugly Dog Storytime	12/12	2
Storytime: Farms	12/5	6	Chamber Kickstarter	12/13	18
Storytime: Farms	12/6	14	Storytime: Gingerbread	12/13	7
Tech Time	12/9	2	Robotics for Kids	12/14	22

b. Upcoming:

- i. Dec. 21 – Candyland After-Hours
- ii. Library Closed Dec. 24, 25, 31 & Jan. 1
- iii. January – artwork on display by Jeanne Friedell

3. Facilities/Equipment/Services

- a. Sidewalks – snow shoveling inconsistent
- b. CVTC info & GED classes onsite beginning Jan. 21
- c. 2020 Census support
- d. New online catalog (Bibliocore) available to library customers in January

4. Personnel & Volunteers

- a. Meetings: Village Board, Dec. 2 (Curt, Tiffany); Census 2020 partnership specialist, Dec. 9 (Tiffany); Assistant Librarians, Dec. 12 (Caroline, Laurie, Tiffany); EPL staff meeting, Dec. 12 (all staff)
- b. Training: Say Yes to Census 2020 webinar, Dec. 4 (Tiffany); Bibliocore training, Dec. 4 at IFLS (Caroline) & Dec. 5 in Roberts (Laurie)
- c. Jeanne Friedell retiring Jan. 31, 2020

5. Friends of the Library
 - a. Met Dec. 5 - no quorum, but discussed fundraising, annual calendar of events, meeting with other Friends groups, membership campaign (January), Nestle Purina program support funding request
 - b. Next scheduled meeting – Jan. 2 at 5 p.m.

6. Building/Space Committee update
 - a. Met Dec. 9 - fundraising committee chair (Tony Birkel); update on resurveying project; space tabulation, early concept plan, preliminary budget sheet presented by Ayres; project manager
 - b. Next scheduled meeting – Jan. 13 at 6:30 p.m.

Cyber Monday book giveaway winner
Erin Spieker & Family

December display of cookie books
includes favorite staff cookie recipes!

