

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011  
Tuesday, February 25, 2019

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by Curt Wandmacher at 5:02 p.m. It was held at the Ellsworth Public Library.

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

Angie Bjork made a motion to approve the minutes of the January 28, 2020 meeting, seconded by Angie Whelan. Motion carried.

#### Current Business

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

The board audited the monthly expenditures. Angie Whelan made a motion to approve the expenditures, seconded by Sharon Hofmeister. Motion carried.

The director's report was presented by Tiffany Meyer. Total circulation is up and also the door count. Mystery quilts will be on display in the library during March. Included with the many programs offered this month are The Roots of Permaculture, Teen Virtual Reality program, Robotics for Kids (expanding to two sessions due to popularity), and Totally Tuesday knitting. Congratulations to the Ellsworth Public Library for receiving the Ellsworth Chamber of Commerce award for "Best Non-Profit or Civic Organization." Well done library staff and volunteers!

Friends of the Library received \$110 from Rush River Trail Riders. The Building/Space Committee formed an executive committee to make project decisions as they arise, the BMO site is being revisited, and a LMI survey could provide considerable funds for the building project if the qualifications are met.

Motion made by Angie Whelan to approve the director's report, seconded by Angie Bjork. Motion carried.

Update on the pedestrian flags. Working together with English Lutheran Church on this project has gone very well. The flags are being made by the church and the Village of Ellsworth will install the containers to hold the flags. The flags will be placed at the crosswalks where Main Street intersects with Grant Street and where Main Street intersects Chestnut Street.

Update on the building project – The fundraising documents are completed, including one to illustrate the need for expansion and the vision for the future space, one for accepting donations, and one to offer and explain naming opportunities.

A beautiful new children's activity table arrived in January and is currently in use in the children's area. The table is in memory of Logan Corey Deiss, grandson of Jack and Sharon Hofmeister.

## New Business

Review and approval of invoice from Ayres Associates. Invoice 184750 submitted to cover costs of design and construction documents, grant writing, and surveys. Karen Solyntjes made a motion to approve payment to Ayres Associates, \$8961.33 for invoice 184750, seconded by Angie Whelan. Motion carried.

Review of 2019 Ellsworth Public Library Annual Report – Tiffany presented the report. Sharon Hofmeister made a motion to accept the 2019 Ellsworth Public Library Annual Report, seconded by Angie Whelan. Motion carried.

Discussion began regarding a change to the day and/or time of monthly library meetings. It will be considered after more feedback from all board members.

Adjournment – Meeting adjourned at 5:48 p.m.

Next meeting: March 31, 2020 at 5:00 p.m.

## Director's Report February 25, 2020

### 1. January Statistics:

- a. Total circulation: 5,849 (up from 5,712 Jan. 2019)
- b. New patrons: 22
- c. New items: 131
- d. Public access computer sessions: 227
- e. Wireless sessions: 582
- f. E-materials checkouts: 720
- g. Website visits: 1,661
- h. Door count: 3,160 (up from 2,546 Jan. 2019)



### 2. Activities/Programs

#### a. January/February:

Robotics for Kids	1/25	20	PJ Storytime: ADRC	2/11	7
Totally Tuesday	1/28	21	Have You Eaten?	2/11	28
St. Francis outreach – 4 <sup>th</sup>	1/30	12	Teen Escape Room	2/13	6
Storytime: Bobbing	1/30	8	Morning Book Club	2/13	7
Storytime: Bobbing	1/31	6	Storytime: Magical	2/13	6
EMS class visit	2/3	5	PKC visit (no school)	2/14	34
Frozen Feb Fun party	2/4	41	Storytime: Magical	2/14	3
Ells Health: journals	2/4	8	Family Escape Room	2/15	17
Knit & Natter	2/6	0	Legos in the Library	2/18	14
Storytime: Hearts	2/6	12	Storytime: Imagination	2/20	4
PSL outreach: journals	2/6	10	Community Book Club	2/20	10
Storytime: Hearts	2/7	7	Storytime: Imagination	2/21	4

#### b. Upcoming:

- i. March – Mystery Quilts on display
- ii. March 7 – Teen VR program (capstone project for Jaxsen Bingham)
- iii. March 10 – The Roots of Permaculture
- iv. March 21 – Robotics for kids (expanding to two sessions)
- v. March 24 – Totally Tuesday: Knitting

### 3. Facilities/Equipment/Services

- a. CVTC here Tuesdays from 1-3
- b. Batteries replaced in door counters Feb. 3
- c. Youth services librarian computer and director's laptop ordered Feb. 6; will be installed at the same time as the four public computers
- d. Census link installed on existing public computer desktops for ease of access
- e. Change in billing practice effective Feb. 10 to save postage, staff time and paper – 2<sup>nd</sup> overdues will be emailed unless TNS or text option is selected; copies of bills will not be saved; no need to place billed items on hold – still follows EPL policy
- f. Furnace filters cleaned Feb. 17

4. Personnel & Volunteers

- a. Meetings: Village Board, Feb. 3 (Curt, Tiffany); Assistant Librarians, Feb. 6 (Caroline, Laurie, Tiffany); EPL staff meeting, Feb. 6 (all staff); Connect Communities, Feb. 20 (Tiffany); Village of Ellsworth CDA (Curt, Angie W., Tiffany)
- b. Training: Delivery audit at EPL, Jan. 30 (Laurie, Caroline); Cataloging Recertification at IFLS, Feb. 4 (Caroline, Laurie, Tiffany)
- c. Update on substitute library clerk position
- d. Two new student volunteers: Brady Lorentz and Connor O'Neil
- e. Ellsworth Public Library awarded “Best Non-Profit or Civic Organization” at Ellsworth Area Chamber Annual Awards Banquet Feb. 17

5. Friends of the Library

- a. Met Feb. 6 – membership campaign update; Henkel Foundation received grant proposal; report on findings from other Friends groups re: fundraising; annual meeting planning; \$110 received from Rush River Trail Riders; LMI survey update; building project update
- b. Next scheduled meeting – March 5 at 5 p.m.

6. Building/Space Committee update

- a. Met Feb. 10 – LMI update; executive committee formed; presentation of concept designs; site assessment grant completed; fundraising documents shared; naming rights discussed; BMO site revisited
- b. Next scheduled meeting – March 9 at 6:30 p.m.
  - Anticipate working on presentation for Village Board

Best Non-Profit or Civic Organization  
Ellsworth Area Chamber of Commerce  
Best of 2020 Awards

