

Ellsworth Public Library Board of Trustees Meeting Minutes

Tuesday Jan 28, 2020

Ellsworth Senior Citizen Center 5 pm

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by President Judy Perkins at 5:00 pm. It was held at the Ellsworth Senior Center.

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

Compliance with Open Meeting Law was met. The mission statement was read.

The agenda was reviewed. A motion was made by Angie Bjork to approve the agenda, seconded by Curt Wandmacher. Motion carried.

Minutes of the December 2019 meeting were presented. Dawn Schulte made a motion to approve the minutes, seconded by Angie Whelan. Motion carried.

Current Business

1. The board reviewed the financial report. Angie Whelan made a motion to approve the financial report, seconded by Angie Bjork. Motion carried.
2. The board audited the monthly expenditures. Sharon Hofmeister made a motion to approve the monthly expenditures, seconded by Dawn Schulte with correction of donation from Michael Perry entered twice, Tiffany will correct to \$120.00. Motion carried.
3. The directors report was presented by Tiffany Meyer. Whelan made a motion to approve the directors report, seconded by Angie Bjork. Motion carried.

New Business

Update on building project. See attached documents from Ayres and Associates on the following:

- Facility Assessment
- Revised Preliminary Concept Plans
- Revised Preliminary Budget
- Marketing Campaign
- Fundraising Campaign
- Site Assessment Grant

Review and approval of Ayres Associates invoice 1844386. Sharon Hofmeister made a motion to pay invoice 1844386 using Associated Bank Library held funds, seconded by Dawn Schulte. Motion carried.

Curt Wandmacher made a motion for the 2019 remaining funds to be deposited with the village at Associated Bank to be used for reimbursement to the Village for the negative balance of the impact fees with the balance of funds to be used to pay Ayres and Associates, motion seconded by Dawn Schulte. Motion carried.

Meeting adjourned at 6pm.

Submitted by Sharon Hofmeister, Acting Secretary

Next Meeting: February 25, 2020 at 5:00 pm

Director's Report

January 28, 2020

1. December Statistics:

- a. Total circulation: 4,747 (up from 4,658 Dec. 2018)
- b. New patrons: 10
- c. New items: 124
- d. Public access computer sessions: 164
- e. Wireless sessions: 418
- f. E-materials checkouts: 589
- g. Website visits: 1,103 (up from 677 Dec. 2018)
- h. Door count: 2,201

2. Activities/Programs

a. December/January:

Legos in the Library	12/17	10	Art, Crafts & Play	1/11	22
EES 4K outreach - AM	12/18	66	Callie Trautmiller	1/14	21
EES 4K outreach – PM	12/18	66	PJ Storytime: Ugly Dogs	1/14	15
Storytime: Gingerbread	12/19	3	St. Francis 4K outreach	1/15	21
Teen Maker Meet-Up	12/19	5	Storytime: Winter	1/16	11
Community Book Club	12/19	7	Storytime: Winter	1/17	5
Storytime: Mrs. Claus	12/20	7	Legos in the Library	1/21	13
Candyland After-Hours	12/21	39	Community Book Club	1/21	4
Preferred outreach	1/2	6	EES 4K outreach – AM	1/22	cxl
Storytime: Bedtime	1/2	2	EES 4 th grade outreach	1/22	cxl
Storytime: Bedtime	1/3	6	EES 4K outreach – PM	1/22	cxl
Ells Health Serv outreach	1/7	4	EES 4 th grade outreach	1/23	52
Knit & Natter	1/9	2	Storytime: Robots	1/23	4
Morning Book Club	1/9	7	Storytime: Robots	1/24	3
Storytime: Ugly Dogs	1/9	9	EES 4 th grade outreach	1/24	53
Storytime: Penguins	1/10	7	Grab Bags (Sep.-Dec.)		39

b. Upcoming:

- i. February – Frozen February Fun winter reading program for all ages
 - a. Kickoff – Feb. 4 from 4-7 p.m.
- ii. Feb. 5 – Reality Check at Ellsworth High School
- iii. Feb. 13 – Escape Room for Teens; Feb. 15 – Escape Room for Families
- iv. Feb. 25 – Mystery Quilt Reveal
- v. February – artwork on display by Patricia Birkholz

3. Facilities/Equipment/Services

- a. Sidewalks – Village might need to contract for better consistency in snow shoveling
- b. New online catalog (Bibliocore) officially launches Feb. 10

4. Personnel & Volunteers

- a. Meetings: Assistant Librarians, Jan. 2 (Caroline, Laurie, Tiffany); Village Board, Jan. 6 (Curt, Tiffany); EPL staff meeting, Jan. 9 (all staff); Building Project Fundraising, Jan. 21 (Tiffany, Laurie, Caroline, Tony)

- b. Training: Delivery audit, Jan. 9 (Laurie, Caroline); Promoting Your Library 365 webinar, Jan. 15 (Tiffany); Wild Wisconsin Winter Web Conference, Jan. 22 & 23 (open to all staff)
 - c. Hiring for daytime substitute library clerk – will remain open until filled
5. Friends of the Library
- a. Met Jan. 2 – further discussion of fundraising, annual calendar of events, meeting with other Friends groups, skills and interests survey; mailing for membership campaign
 - b. Next scheduled meeting – Feb. 6 at 5 p.m.
6. Building/Space Committee update
- a. Met Jan. 13 – reviewed facility conditions assessment, revised floor plan diagrams, updated budget sheet, fundraising update
 - b. Next scheduled meeting – Feb. 10 at 6:30 p.m.
 - Anticipate looking at concept drawings and discussing naming rights

Art, Crafts & Play
January 11, 2020
with community partners
Brush Strokes and Country Fit

