

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, March 19, 2020

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. Due to the library being closed to the public, the meeting was available as a live audio stream.

A quorum was established via roll call. In attendance were Judy Perkins, Angie Bjork, Angie Whelan, Karen Solyntjes and Library Director, Tiffany Meyer. Dawn Schulte, Curt Wandmacher, and Sharon Hofmeister were 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 Bjork made a motion to approve the minutes of the February 25, 2020 meeting, seconded by Angie Whelan. Motion carried.

Current Business

The board reviewed the financial report. A donation of \$235 from Nilssen's Grocery was noted and appreciated, as was a donation of \$110 from the Order of the Eastern Star. Angie Bjork made a motion to approve the financial report, seconded by Karen Solyntjes. Motion carried.

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

The director's report for February was presented by Tiffany Meyer. Total circulation is up from February count last year and also new patrons. Many successful programs were available in February. Among them, the Roots of Permaculture program was well attended and Teen Virtual Reality was a hit. Unfortunately, all programs for March will be canceled and future programs suspended until April 5th. At that time, the possibility of programs for April will be revisited.

EPL director, Tiffany Meyer, will serve as a mentor for the director of the Barron County Library. Graphics EPL has posted to Facebook regarding library program cancellations and COVID-19 Precautions were presented to the board. Angie Whelan made a motion to approve the director's report and there was a second by Angie Bjork. Motion carried.

Update on library building projects – A presentation to the Village Board in May is planned. Paul Bauer will present two scenarios, one involving renovation and expansion of the existing library building, and one revisiting a renovation and remodel of the BMO Harris building.

There was discussion about a time and day for future library board meetings. This will be decided at a later date. The third Thursday of each month at 4:00 is a possibility.

New Business

Review and approval of Ayres Associates invoice 185236. Angie Whelan made a motion to pay Ayres Associates invoice for \$9997.19, seconded by Karen Solyntjes. Motion carried.

Discussion and action on closure of Ellsworth Public Library. At this time the library building will not be open to the public, but patrons can still check out materials by calling and receiving materials at the door or curb. Current hours for the library will be kept for calls. As more information is received and considered, hours and other policies may be revisited. Materials may also be returned to the book drop. They will be set aside for four days quarantine and then able to be recirculated. There is no courier service between libraries. Only materials available at the EPL location are available for checkout at this location. Fines are suspended. Holds on materials at libraries not currently open will be held and processed when they reopen. Karen Solyntjes made a motion to close the EPL to the public until further notice. All staff will be paid for regular hours during closure as they will be working at home and at the library. Second by Angie Bjork. Motion carried.

Adjournment – Meeting adjourned at 5:25 p.m.

Next meeting: TBD

Director's Report

March 19, 2020

1. February Statistics:

- a. Total circulation: 5,526 (up from 5,258 Feb. 2019)
- b. New patrons: 27 (up from 16 Feb. 2019)
- c. New items: 225
- d. Public access computer sessions: 254
- e. Wireless sessions: 488 (up from 129 Feb. 2019)
- f. E-materials checkouts: 702 (up from 620 Feb. 2019)
- g. Website visits: 1,134 (up from 922 Feb. 2019)
- h. Door count: 2,644 (up from 2,413 Feb. 2019)



2. Activities/Programs

a. February/March:

Mystery Quilt Reveal	2/25	43	Storytime: Bubbles	3/5	6
EES 4K AM outreach	2/26	66	Knit & Natter	3/5	5
EES 4K PM outreach	2/26	66	Preferred outreach: bags	3/5	9
Ugly Dog Storytime	2/27	12	Storytime: Bubbles	3/6	12
Storytime: Alpha Soup	2/28	9	Virtual Reality teens	3/7	13
Frozen Feb Fun children		73	PJ Storytime: Quilts	3/10	0
Frozen Feb Fun teens		27	Roots of Permaculture	3/10	22
Frozen Feb Fun adults		82	PKC outreach	3/11	33
Mystery Quilt participants		54	Morning Book Club	3/12	6
Ells Health: canvas bags	3/3	5	Ugly Dog Storytime	3/12	11
EMS lunch outreach	3/4	15	Storytime: Quilts	3/13	12

b. Upcoming:

- i. All programs suspended through April 5
- ii. April 14 – Increasing Your Resiliency at 10:30 (tentative)
- iii. April 19-25 – National Library Week and National Volunteer Week

3. Facilities/Equipment/Services

- a. EPL staff and Friends assisted E3CDC with LMI resurveying effort March 5
- b. Library closed March 17-19 for cleaning
- c. Installation of new computers delayed due to IFLS travel restrictions

4. Personnel & Volunteers

- a. Meetings: Village Board, March 2 (Curt, Tiffany); Assistant Librarians, March 5 (Caroline, Laurie, Tiffany); EPL staff meeting, March 5 (all staff); Mentorship meeting, March 13 (Tiffany)
- b. Training: Annette Langer joined the EPL team as a substitute library clerk effective March 2; completed orientation and training March 2, 4, and 6

5. Friends of the Library
 - a. Met March 5 – planned annual meeting; assisted with LMI resurveying afterward
 - b. Next scheduled meeting – April 2 at 5 p.m. (tentative)

6. Building/Space Committee update
 - a. Met March 9 – update on resurveying and fundraising; drafted presentation for Village Board; discussed next steps
 - b. Next scheduled meeting – April 13 at 6:30 p.m.

Graphics from March 14
EPL Facebook post and onsite signage

CANCELLATIONS	COVID-19 Precautions while visiting EPL
<p>The Ellsworth Public Library has cancelled all library sponsored programs starting Monday, March 16 through April 5.</p> <p>We will resume regular programming starting Monday, April 6, if conditions allow.</p> <p>Though the library will remain open during this time we encourage social distancing and regular hand washing.</p> <p>We remain open and welcoming but also want to protect the health and safety of all of our patrons, staff and community.</p>	<p>Practice social distancing - at least 6 ft. is recommended</p> <p>Limit your time in the library. Less time in our building will mean less chances of the spread of illness in our community.</p> <p>Wash your hands or use the provided hand sanitizer.</p> <p>If you are ill - STAY HOME. Don't expose others to your illness.</p> <p>Check out twice the amount of material you normally would.</p>
	