

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Tuesday, November 26, 2019

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 Senior Center in the lower level of the Ellsworth Public Library.

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

Curt Wandmacher made a motion to approve the minutes of the October 29, 2019 meeting, seconded by Karen Solyntjes. Motion carried.

Current Business

The board reviewed the financial report. Curt Wandmacher made a motion to approve the financial report, seconded by Sharon Hofmeister. Motion carried.

The board audited the monthly expenditures. Sharon Hofmeister made a motion to approve the expenditures, seconded by Curt Wandmacher. Motion carried. 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 library impact fees. Karen Solyntjes seconded the motion. Motion carried.

The director's report was presented by Tiffany Meyer. New patron count this month is up from last year's count and the circulation of e-materials is greater than this month last year. There will be six special events at the library in December along with the many regularly scheduled programs. Artwork displayed in this coming month will be paintings by Kelly Puent. A motion was made by Karen Solyntjes to approve the director's report, seconded by Sharon Hofmeister. Motion carried.

The 2020 EPL budget was presented. Sharon Hofmeister made a motion to approve the budget, seconded by Curt Wandmacher. Motion carried.

The board considered options for funds currently in CDs that have recently matured or will mature this month. Treasurer, Curt Wandmacher presented scenarios for combining funds and securing a rate acceptable at this time. A motion was made by Karen Solyntjes to combine the funds (\$104,212.71) in a CD maturing 11/28/19 at Associated Bank with \$5,000 from the checking account, and place the funds in a CD. Funds in a CD at BMO Harris (\$71,381.52) will be combined with funds from a Money Market account at BMO Harris (\$30,296.69) and transferred to Associated Bank and reinvested to earn the best rate. Curt will take care of the transactions. Second by Sharon Hofmeister. Motion carried.

New Business

Building project information - Senior Center Director, Tammy Decker presented information to be considered if the Senior Center will be part of the library renovation/addition project. Senior Center board member, Phyllis Beastron also attended. Updates to the kitchen, spaces shared with the library and community, and senior food pantry are to be considered. There are also water issues that should be remedied to prevent mold, mildew, and the odors that result when these areas are damp.

Drafts were presented that could become a logo or brand for the EPL building project marketing campaign.

The library calendar for 2020 was presented and included dates of closure to observe holidays. The calendar was discussed. Curt Wandmacher made a motion to accept the calendar as presented, seconded by Karen Solyntjes. Motion carried.

A decision was made to reverse a board decision from 6/29/1999 as to the use of yearly interest earned on funds placed in the Local Government Investment Pool. The 1999 decision was to use the yearly interest to purchase books for the children's collection. The current yearly interest on the funds is not enough to purchase books each year. The collection is maintained by other sources. Curt Wandmacher made a motion to reverse the decision, seconded by Karen Solyntjes. Motion carried.

Adjournment – Meeting adjourned at 6:06p.m.

Next meeting: December 17, 2019 at 5:00 in the Senior Center, lower level of the Ellsworth Public Library.

Director's Report

November 26, 2019

1. October Statistics:

- a. Total circulation: 5,654
- b. New patrons: 33 (up from 17 Oct. 2018)
- c. New items: 215
- d. Public access computer sessions: 260
- e. Wireless sessions: 491
- f. E-materials checkouts: 677 (up from 647 Oct. 2018)
- g. Website visits: 1,256 (up from 1,025 Oct. 2018)
- h. Door count: 2,956

2. Activities/Programs

a. October/November:

Pumpkin in the Park	10/26	120	Hiking the Inca Trail	11/12	30
EES 4YK Storytime	10/31	106	PJ Storytime: Pizza	11/12	12
Storytime: Pumpkin Party	10/31	6	St. Francis 4YK	11/13	14
Community Trick/Treat	10/31	225	EMS Lunch Outreach	11/13	15
Storytime: Pumpkin Party	11/1	6	Morning Book Club	11/14	6
PKC Visit	11/1	29	Ugly Dog Storytime	11/14	8
Family Game Night	11/5	2	Storytime: Pizza	11/15	8
Atrium Outreach: Turkey	11/5	3	EES Literacy Night	11/18	120
St. Francis 3YK	11/6	26	Legos in the Library	11/19	16
Knit & Natter	11/7	5	EES 4K Storytime	11/20	66
Storytime: Owls	11/7	4	EES 4K Storytime	11/20	66
Tech Time	11/7	1	Storytime: Thankful	11/21	6
PSL Outreach: Turkeys	11/7	8	Storytime: Thankful	11/22	18
Storytime: Owls	11/8	21	Robotics for Kids	11/23	14
Children's Book Week	11/10	12			

b. Upcoming:

- i. Library Closed Nov. 28 & 29
- ii. Dec. 2 – Cyber Monday book-stack giveaway
- iii. Dec. 10 – Holiday Potluck with music by John Stroud
- iv. Mrs. Claus visits – Dec. 10 & 20
- v. Dec. 13 – Chamber Kickstarter
- vi. Dec. 21 – Candyland After-Hours
- vii. Library Closed Dec. 24, 25, 31 & Jan. 1
- viii. December – paintings on display by Kelly Puent

3. Facilities/Equipment/Services

- a. Windows 10 computers – four ordered in 2019 to be installed in 2020
- b. Ayres Associates conducted building assessment Nov. 6 & 21

4. Personnel & Volunteers

- a. Meetings: Village Finance Committee, Oct. 29 (Tiffany, Curt); Village Board, Nov. 4 (Curt, Tiffany); EES Literacy Night planning, Nov. 5 (Elise); Assistant Librarians, Nov. 7 (Caroline, Laurie, Tiffany); Pierce County budget meeting, Nov. 12 (Tiffany); EPL Staff, Nov. 14 (all staff); Pierce County Directors ACT 150 planning, Nov. 15 (Tiffany); MORE Director's Council, Nov. 15 (Tiffany); circulating books in jail, Nov. 20 (Tiffany); Ellsworth Chamber, Nov. 21 (Tiffany, Caroline); Ayres Associates, Nov. 25 (Tiffany)
- b. Training: Addressing Ableism in Your Built Environment webinar, Oct. 29 (Tiffany); Tech Days Workshop in Rice Lake, Nov. 5 (Caroline); PLSR Implementation webinar, Nov. 19 (Tiffany); WISCAT/Database Training onsite, Nov. 20 (Caroline, Laurie)

5. Friends of the Library

- a. Next scheduled meeting – Dec. 5 at 5 p.m.

6. Building/Space Committee update

- a. Building Committee met Nov. 11 – update on fundraising committee chair, update from architects, info on resurveying project, breakdown of funding, discussion with senior center, feedback re: publicity materials
- b. Next scheduled meeting – Dec. 9 at 6:30 p.m.



EPL Staff at Pumpkin in the Park
Oct. 26, 2019

Winner of Scarecrow Contest
Community Trick or Treat
Oct. 31, 2019

