

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011  
Tuesday, October 29, 2019

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

A quorum was established. In attendance were Curt Wandmacher, Angie Bjork, Karen Solyntjes, Sharon Hofmeister, Judy Perkins, Angie Whelan, and Library Director, Tiffany Meyer. Dawn Schulte was 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 September 24, 2019 meeting, seconded by Angie Whelan. Motion carried.

#### Current Business

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

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

The director's report was presented by Tiffany Meyer. The circulation of e-materials continues to increase. On November 12<sup>th</sup> the library is hosting a presentation, Hiking the Inca Trail with Two Olympians. Artwork to be displayed in the library this coming month will be an exhibit of Ellsworth High School and Middle School student art. Many other programs and events will also be offered in November. Tiffany is working on a project with English Lutheran Church and Greg Engeset to provide pedestrian crossing flags for use when crossing Hwy. 10. On October 7<sup>th</sup>, the Village Board approved the architect selection and use of impact fees for the Ellsworth Public Library Building Project. A motion was made by Karen Solyntjes to approve the director's report, seconded by Angie Whelan. Motion carried.

Update on preliminary 2020 budget by the director.

Update on BMO Harris CD will occur at the next board meeting.

#### New Business

The Ellsworth Public Library Building Program Statement was reviewed. A project architect from Ayres Associates shared a diagram and further clarified square footage for the finished project. Angie Whelan made a motion to approve the program statement after revisions are made to the document regarding square footage for the finished project being in the range of 8,000 – 10,000 square feet rather than 5,000 - 10,000, further considerations made and stated regarding the main entrance design, and language added regarding shared program space. Sharon Hofmeister seconded the motion with revisions. Motion carried.

Ayres Associates proposal through schematics, including survey was discussed. Curt Wandmacher made a motion to approve the proposal, seconded by Angie Bjork. Motion carried.

Ayres Associates proposal for grant writing was discussed and Karen Solyntjes made a motion to approve it, seconded by Angie Whelan. Motion carried.

Ayres Associated AIA contract was reviewed. Sharon Hofmeister made a motion to approve the contract, seconded by Curt Wandmacher. Motion carried.

Discussion and Action on Associate Bank CD maturing 11/28/19 will take place at the next meeting.

Library Director, Tiffany Meyer, presented annual goals and objectives accomplished and ongoing.

Curt Wandmacher made a motion to hold a closed session for library director review as authorized by Wisconsin Statutes Section 19.85(1)(c), seconded by Angie Bjork. Roll call vote in favor, 6, opposed, 0. Motion carried.

Judy Perkins made a motion to reconvene in open session, seconded by Curt Wandmacher. Roll call vote in favor 6, opposed, 0. Motion carried.

Angie Whalen made a motion to offer three weeks paid vacation to the current library director considering she has been our employee for 5 years. Motion seconded by Angie Bjork. Members in favor, 5, opposed, 1. Motion carried.

Adjournment – Meeting adjourned at 6:30 p.m.

Next meeting: November 26, 2019 at 5:00 p.m.

# Director's Report

## October 29, 2019

### 1. September Statistics:

- a. Total circulation: 5,538
- b. New patrons: 28
- c. New items: 195
- d. Public access computer sessions: 238
- e. Wireless sessions: 462
- f. E-materials checkouts: 662 (up from 502 Sep. 2018)
- g. Website visits: 436 (stats n/a for Sep. 2018)
- h. Door count: 2,505

### 2. Activities/Programs

#### a. September:

EHS Day of Service	9/24	7	St. Francis 3YK Story	10/9	13
Totally Tuesday	9/24	12	Morning Book Club	10/10	10
EES 4YK Storytime	9/25	112	Storytime: Sunflowers	10/10	2
Storytime: Colors	9/26	0	Storytime: Sunflowers	10/11	0
Community Book Club	9/26	8	Tech Time	10/14	3
Storytime: Colors	9/27	7	Legos in the Library	10/15	11
Robotics for Kids	9/28	18	St. Francis 4YK Story	10/16	11
Atrium Outreach: Owls	10/1	5	EMS Lunch Outreach	10/16	32
Family Game Night	10/1	6	Storytime: Dinos	10/17	12
EMS Library Visit	10/2	6	Storytime: Dinos	10/18	13
PSL Outreach: Owls	10/3	10	Robotics for Kids	10/19	15
Ugly Dog Storytime	10/3	2	Totally Tuesdays: Books	10/22	9
Knit & Natter	10/3	2	Ugly Dog Storytime	10/24	10
Storytime: Houses	10/4	11	Teen Maker Meet-Up	10/24	8
Everyday Gratitude	10/8	16	Community Book Club	10/24	8
PJ Storytime: Ugly Dogs	10/8	11	Storytime: Autumn	10/25	21

#### b. Upcoming:

- i. Oct. 26 – Pumpkin in the Park outreach from 10 a.m. – 1 p.m.
- ii. Oct. 31 – Community Trick or Treat from 3-5 p.m.
- iii. Nov. 12 – Hiking the Inca Trail with Two Olympians at 10:30 a.m.
- iv. November – artwork on exhibit by EHS and EMS students

### 3. Facilities/Equipment/Services

- a. AT&T core maintenance (upgrading Juniper code) Oct. 17
- b. Windows 10 computers – order in progress
- c. Activity table for children's area ordered Oct. 23
- d. Pedestrian flag project in progress

#### 4. Personnel & Volunteers

- a. Meetings: IFLS Board of Directors in Eau Claire, Sep. 25 (Tiffany); Village of Ellsworth Street/Sidewalk Committee, Sep. 25 (Tiffany); Ellsworth Area Chamber, Sep. 26 (Laurie, Tiffany); Village Finance Committee, Sep. 30 (Curt, Tiffany); Ayres Associates, Oct. 3 (Paul, Tiffany); Village Board, Oct. 7 (Curt, Tiffany); Village Finance Committee, Oct. 14 (Curt, Tiffany); EPL Staff, Oct. 17 (all staff)
- b. Training: Youth Services Workshop in Menomonie, Sep. 26 (Elise); 2019 WLA Conference in Wisconsin Dells, Oct. 8-11 (Tiffany); Our Time is Zero-Sum online class through UW-Madison, Oct. 21-Nov.1 (Tiffany)
- c. Presentations: "Fines Free": A Year in Review, panel presentation at WLA Conference, Oct. 9 (Tiffany)
- d. EHS student Rafe Mooney shadowed Asst. Librarian Caroline for Career Explorations class Oct. 21 & 22

#### 5. Friends of the Library

- a. Met Oct. 3 - activity table, membership, Friends Week, Community Trick or Treat
- b. National Friends of Libraries Week Oct. 20-26; Kindle Fire giveaway
- c. Next scheduled meeting – Dec. 5 at 5 p.m.

#### 6. Building/Space Committee update

- a. Village Board approved architect selection and use of impact fees for building project Oct. 7
- b. Building Committee met Oct. 14 – preliminary meeting with Ayres, building program statement, fundraising committee
- c. Ayres Associates began building modeling Oct. 18
- d. Next scheduled meeting – Nov. 11 at 6:30 p.m.

Jeju Island Photographs from South Korea  
on display during October

