

Ellsworth Public Library Board of Trustees Meeting Minutes

Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011

Thursday, July 16, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:03 p.m. The meeting took place at the Senior Center and online via Zoom.

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

Compliance with the open meeting law was met.

A motion was made by Curt Wandmacher to approve the agenda, seconded by Dawn Schulte. Roll call vote; motion carried.

Curt Wandmacher made a motion to approve the minutes of the June 18th, 2020 meeting, seconded by Dawn Schulte.

Roll call vote; motion carried.

Angie Whelan agreed to take minutes in the secretary's absence.

Current Business

The board reviewed the financial report. It was noted that no current interest rates are available at this time on the Village held accounts. Angie Bjork made a motion to approve the financial report, seconded by Curt Wandmacher. Roll call vote; motion carried.

The board audited the monthly expenditures. It was noted that IFLS E-materials were paid for in the amount of \$3000, and a sneeze guard was purchased for \$1000. Curt Wandmacher made a motion to approve the expenditures, seconded by Angie Bjork. Roll call vote; motion carried.

The director's report for April was presented by Tiffany Meyer. Doorside pickup service continues Mondays through Saturdays; returns are accepted twice per week. All in-person programs currently suspended until COVID activity reaches "low". Many virtual activities were offered and available online this month. Facebook Live Storytime takes place on Thursdays and Fridays. Circulation is about 20% of normal due to COVID 19. Doorside pick-up is busy and use is increasing. Our summer reading participation is high compared to other libraries in the area.

The Village Board members took a building tour of both potential sites. One board member returned to view the existing attic space in the current location. The building committee will be meeting again sometime in August. The Village board will meet before that time to prepare some questions for the building committee. The Friends of the Library group had their annual meeting at Summit Park and plan to do the same for their next meeting. Dawn Schulte made a motion to approve the director's report and there was a second by Curt Wandmacher. Roll call vote; motion carried.

New Business

Annual Elections were discussed. Dawn Schulte, Sharon Hofmeister and Angie Whelan will serve on the board another three years. Curt Wandmacher moved to keep officers the same as all volunteered to continue in their current roles and no new interest was shown from other board members. Motion was approved. The election of board members stands at: Judy Perkins-President, Angie Bjork-Vice President, Curt Wandmacher- Treasurer, and Karen Solyntjes- Secretary.

It is in the budget to get new tablets for the board members at this time. Many board members reported having a hard time connecting to WiFi with the current tablets. Old tablets could be used in library programming. Curt Wandmacher advised the Village was granted for COVID-19 related expenses, including technology. Tiffany will speak with Nicole at the Village office about using some of the granted funds for new tablets for the board. The discussion will be tabled until next meeting when Tiffany will report on what she found out from Nicole.

Adjournment – Meeting adjourned at 4:24 p.m. Next meeting: Thursday, August 20th, 2020 at 4:00 p.m to be held at the Senior Citizen Center; social distancing will be maintained and masks will be worn by those able to wear them.

Director's Report July 16, 2020

1. June Statistics:

- a. Total circulation: 1,109
- b. New patrons: 0
- c. New items: 287
- d. Public access computer sessions: 3
- e. Wireless sessions: 131
- f. E-materials checkouts: 836 (up from 701 June 2019)
- g. Website visits: 1,964 (up from 840 June 2019)
- h. Door count: 0 (limited to staff only)
- i. Doorside pickup appointments: 67 in April; 210 in May; 303 in June

The library has been closed to the public since Tuesday, March 17. Doorside pickup was reinstated Monday, April 27. In-person services will resume by appointment when the Covid-19 activity level is medium.

2. Activities/Programs

a. June/July:

In-person programs suspended as of March 16 due to concerns surrounding Covid-19

- June 18 - Community Book Club via Zoom - 3 participants
- As of July 12, 87 people have signed up for Summer Reading via Beanstack.
- In our first week of availability, we gave out 60 grab & go bags.

Facebook Live Story Times							
Date	Description	Reach	Engagements	Shares	Live Views	FB Views (as of July 11, 2020)	YouTube Views
6/18/2020	Last Stop on Market Street	197	24	0	1	71	0
6/19/2020	Patrick	162	24	0	3	53	0
6/25/2020	Firefly Named Torchy	208	41	0	9	63	0
6/26/2020	One Dog Canoe	171	26	0	3	73	0
7/2/2020	No Storytime						
7/3/2020	No Storytime						
7/9/2020	Walk Through the Jungle	158	18	0	2	68	0
7/10/2020	Russell and the Lost Treasure	129	17	0	6	41	0
	TOTALS	1025	150	0	24	369	0
	Averages	171	25	0	4	62	0

LEGO/Building Challenge and Crafternoon								
Date	Description	Reach	Engagements	Shares	FB Views (as of July 11, 2020)	YouTube Views	Flipgrid	
6/23/2020	LEGO/Building Challenge: Things That Go	125	5	0	52	1	0	
6/30/2020	Crafternoon: Puppets	99	6	0		2	0	
7/7/2020	LEGO/Building Challenge: Minifigure Inspiration					2	0	

Read to a Hedgehog				
Date	Spots Offered	Participants		
6/15/2020	registration begins			
6/17/2020	3	0		
6/19/2020	3	0		
6/22/2020	3	1		
6/24/2020	3	0	1 registered but didn't show up	
6/26/2020	3	0		
6/29/2020	3	0		
7/1/2020	3	0		
7/6/2020	3	2		
7/8/2020	3	0		
7/10/2020	3	1		
7/13/2020	3	0		
	33	4		
cards sent to all individuals that participate				

b. Upcoming:

- i. All in-person programs suspended until Covid-19 activity is low
- ii. A variety of virtual programs are being offered through Facebook Live, YouTube, Flipgrid, and Zoom – see website calendar for details.
- iii. July 17 – Facebook Live Story Time with Puppeteer Pam Corcoran at 10 a.m.
- iv. July 22 – Dinosaurs & Dragons Facebook Live event with Colossal Fossils at 1 p.m.
- v. Aug. 7 – Facebook Live Story Time with Puppeteer Pam Corcoran at 10 a.m.
- vi. Aug. 11 – Zoom Q&A with Susan LaRusso, Ph.D. on Fake News and Media Literacy at 10:30 a.m. (Online presentation available for viewing Aug. 3-10)
- vii. Aug. 12 – Ice Age Giants Facebook Live event with Colossal Fossils at 1 p.m.
- viii. Dragons: Return of the Ice Sorceress by ScienceTellers is available to view on Facebook or through the library website until Aug. 31.

3. Facilities/Equipment/Services

- a. Doorside service; phone/email reference service; returns accepted twice weekly
- b. Wi-Fi available to public in upper and lower parking lots behind library building
- c. EPL staff continuing to assist Pierce County Public Health with social media monitoring
- d. Returned to regular staffing schedule for circulation staff July 6
- e. Leak in reading room from air conditioning equipment July 10

4. Personnel & Volunteers

- a. Meetings: Program Status, June 18 (Tiffany, Caroline); Director Check-In, June 19 (Tiffany); Pierce County Public Health Public Library Check-In, July 19 (Tiffany); EPL staff meeting, June 26 (all staff); MORE Budget Hearing, June 26 (Tiffany); Director Check-In, July 2 (Tiffany); Ellsworth Village Board audit meeting, July 7 (Curt, Tiffany); EPL staff meeting, July 9 (all staff); Chamber Kickstarter, July 10 (Tiffany, Caroline); IFLS Director's Check-In, July 10 (Tiffany)
- b. Training: EPL staff have been participating in continuing education during the library closure, including professional reading, webinars, podcasts, and exploration of digital services

5. Friends of the Library

- a. Annual meeting took place at Summit Park July 9 at 5 p.m.
- b. Next scheduled meeting – Aug. 6 at 5 p.m. at Summit Park (weather permitting)

6. Building/Space Committee update

- a. Building Tour of existing building and alternative site for Village Board members July 7 at 3:30 p.m. (rescheduled from June 22 at 5:30 p.m.)
- b. Next step – meet with Village of Ellsworth finance committee to continue discussion

