

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, June 18, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:00 p.m. The meeting took place online via Zoom and was available to the public.

Zoom Meeting <https://02web.zoom.us/j/81582067986> Meeting ID: 815 8206 7986

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

Compliance with the open meeting law was met.

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

Angie Whelan made a motion to approve the minutes of the May 21, 2020 meeting, seconded by Dawn Schulte. Roll call vote; motion carried.

Current Business

The board reviewed the financial report. Karen Solyntjes 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 the Village of Ellsworth will likely be eligible for a Recovery Grant to recoup costs for supplies required and specifically needed during the pandemic for maintaining public safety. Angie Whelan made a motion to approve the expenditures, seconded by Curt Wandmacher. 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 suspended through July 31. Many virtual activities were offered and available online this month. Facebook Live Storytime takes place on Thursdays and Fridays. Seventy-four views for the Ugly Dog story time. Plans are to continue offering Read to a Hedgehog story time which is also popular. Community Book Club met via Zoom. Some potential community engagement activities for summer could include a Downtown Story Walk, Outdoor Art Tour and Virtual Gallery. Also, a YouTube Channel will be established for the library to share programs in this way. Caroline is working on offering Lego Flipgrid activity and the registration for the EPL Summer Library Program will take place June 29th. The library has new computers to offer for public use and additional Hotspots. WiFi is available to the public in the upper and lower parking lots behind the library building. EPL staff continue to assist Pierce County Public Health with social media monitoring.

The Building Committee will be taking a building tour and hear about options for each as a functioning library building. The Friends of the Library group met this month and will have their annual meeting at

Summit Park. Karen Solyntjes made a motion to approve the director's report and there was a second by Angie Whelan. Roll call vote; motion carried.

New Business

Review and approval of Ayres Associates invoice #186702 covering payment for architectural services. Angie Whelan made a motion to pay Ayres Associates invoice for \$1602.19, seconded by Dawn Schulte. Roll call vote; motion carried.

Discussion took place regarding a CD with Associated Bank which has reached maturity. The CD was renewed for a short term to allow it to be revisited in six months when a better rate might be available. Dawn Schulte made a motion to approve treasurer, Curt Wandmacher reinvesting the CD for a six month term. Angie Whelan seconded the motion. Roll call vote; motion carried.

Action was needed to establish a specific policy for staff and patrons to follow during a pandemic or declared public health emergency. The policy would ensure that essential business activities of the library can be maintained with limited staff and reduced hours, as determined by the library director. The library director would also be able to prioritize services offered or close the EPL if necessary. Tiffany presented a draft and some revisions. Curt Wandmacher made a motion to accept the Ellsworth Public Library Epidemic & Library Health Emergency Policy, seconded by Dawn Schulte. Roll call vote; motion carried.

Discussion and action required to reopen the EPL. The EPL will reopen in stages as safety allows. The EPL will be open by appointment beginning July 1, 2020, pending the installation of a sneeze guard at the circulation desk. Patrons will be allowed thirty minute time frames. A fifteen minute space between time frames will be allotted for sanitizing. Patrons from the same household will be encouraged to come at the same time. Masks will be encouraged for individuals not living in the same household, but are not required. A motion was made by Curt Wandmacher to give director, Tiffany Meyer, and library staff the authority to reopen as they see fit, in stages, to maintain patron safety. Angie Whelan seconded the motion. Roll call vote; motion carried.

Adjournment – Meeting adjourned at 4:41 p.m. Next meeting: Thursday, July 16, 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

June 18, 2020

1. May Statistics:

- a. Total circulation: 860
- b. New patrons: 2
- c. New items: 108
- d. Public access computer sessions: 0
- e. Wireless sessions: 120
- f. E-materials checkouts: 699 (compared to 647 May 2019)
- g. Website visits: 2,282 (up from 1,119 May 2019)
- h. Door count: 0 (limited to staff only)

The library has been closed to the public since Tuesday, March 17. Doorside pickup was reinstated Monday, April 27. A safe approach to in-person services is being considered.

2. Activities/Programs

a. May/June:

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

May 14 Ugly Dog Storytime on Facebook Live 74 video views

May 21 Community Book Club via Zoom 6 participants



Facebook Live Story Times							
Date	Description	Reach	Engagements	Shares	Live Views	FB Views (as of June 15, 2020)	YouTube Views
5/21/2020	Pete The Cat	213	41			83	
5/22/2020	Caps for Sale	206	34		2 households	86	
5/28/2020	Alexander And...	164	16			62	
5/29/2020	The Way I Feel	227	33			124	
6/4/2020	Sulwe	183	33		1 household (1 adult/1 child)	72	
6/5/2020	Corduroy	213	51		2 households (2 adults, 3 children (0-11))	83	
6/11/2020	A Piglet Named Mercy	177	11		not live	63	
6/12/2020	Mo Willems	181	16		not live (1 household commented)	61	
	TOTALS	1564	235		5 unique households	634	
	Averages	195.5	30			80	

Choose Your Own Adventure							
Date	Description	Reach	Engagements	Shares		FB Views (as of June 15, 2020)	YouTube Views
6/8/2020	Part 1	389	39			187	
6/8/2020	Part 2	171	8			59	
6/9/2020	Part 3	132	7			44	
6/9/2020	Part 4	126	4			28	
6/10/2020	Part 5	169	7			48	
6/10/2020	Part 6	127	1			33	
6/11/2020	Part 7	124	2			35	
6/11/2020	Continuing	106	2			25	
	Part 8				moved to YouTube		
	Part 9				moved to YouTube		
	Part 10				moved to YouTube		
	Part 11				moved to YouTube		
	Part 12				moved to YouTube		
	Part 13				moved to YouTube		
	TOTALS	1344	70			459	
	Averages	168	9			57	

b. Upcoming:



- i. All in-person programs suspended through July 31
- ii. Regular storytimes via Facebook Thursdays at 1 p.m. and Fridays at 10 a.m.
- iii. Read to a Hedgehog by appointment various dates through June 29
- iv. June 18 at 6:30 p.m. - Community Book Club via Zoom
- v. June 23 – LEGO/building challenge sharing via Facebook or Flipgrid
- vi. June 25 at 4 p.m. – Mighty Middles Doodle Club via Zoom
- vii. June 29 – Imagine Your Story summer library program registration opens
- viii. June 30 – Scavenger Crafternoon sharing via Facebook or Flipgrid

3. Facilities/Equipment/Services

- a. Computer installation June 9 – 4 public computers; 1 youth services computer
- b. Five additional hotspots added to collection through T-Mobile government program
- c. Doorside service; phone/email reference service; returns accepted twice weekly
- d. Wi-Fi available to public in upper and lower parking lots behind library building
- e. EPL staff continuing to assist Pierce County Public Health with social media monitoring

4. Personnel & Volunteers

- a. Meetings: EPL staff meeting, June 4 (all staff); Public Library check-in w/ PC Public Health, June 5 (Tiffany); Chamber Kickstarter, June 12 (Tiffany); Recovery Grant meeting w/ Village administrator, June 15 (Tiffany); EPL staff meeting, June 16 (all staff); weekly IFLS check-ins for Directors, Adult Services, Youth Services (various staff); bi-monthly staff meetings (all staff)
- b. Training: DPI Guidelines to Reopening update, June 4 (Tiffany, other EPL staff); 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. June meeting rescheduled for June 16 at 5 p.m. – agenda includes annual meeting plans, ballot, and future meeting schedule
- b. Next scheduled meeting – July 9 at 5 p.m. (location: Summit Park – annual meeting)

6. Building/Space Committee update

- a. Executive Committee met June 8 and discussed next steps
- b. Building Tour of existing building and alternative site scheduled for Village Board members June 22 at 5:30 p.m.
- c. Next scheduled meeting – July 13 at 6:30 p.m. (tentative)

