

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, May 21, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:05 p.m. The meeting took place online via Zoom and was available to the public.

Zoom Meeting <https://02web.zoom.us/j/87665158112> Meeting ID: 876 6515 8112

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A quorum was established via roll call. In attendance via Zoom were Judy Perkins, Angie Bjork, Dawn Schulte, Karen Solyntjes, Angie Whelan, and Library Director, Tiffany Meyer. Sharon Hofmeister and Curt Wandmacher 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 Bjork made a motion to approve the minutes of the April 16, 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 Angie Bjork. Roll call vote; motion carried.

The board audited the monthly expenditures. Dawn Schulte made a motion to approve the expenditures, seconded by Angie Whelan. Roll call vote; motion carried.

The director's report for April was presented by Tiffany Meyer. The library has been closed to the public since March 16, 2020. Doorside service was implemented beginning April 27, 2020. Many virtual activities were offered and available online this month. Facebook Live Storytime takes place on Thursdays and Fridays. April 19-25th was recognized as National Library Week, including a Facebook contest. April is also National Poetry Month. Each day a poem was offered and available to recognize this genre. Thirty poems in thirty days! Use of digital materials has increased. Curbside checkout is now available Monday through Saturday each week. Returns are collected on Tuesdays and Saturdays. 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.

IFLS, library staff, and the Pierce County Public Health Department feel the library should remain closed at this time. EPL is anticipating its onsite activities will not be offered until after July 31, 2020. Tiffany is planning for reopening in stages when the decision to do so is finalized.

Elise Gregory resigned as Youth Services Librarian/Programming Coordinator effective May 10, 2020 due to circumstances surrounding Covid-19; Caroline Herfindahl moved from Assistant Librarian to youth services position effective May 11, 2020. Darcy Behringer was promoted from Library Clerk to Assistant Librarian effective May 18, 2020. Angie Whelan made a motion to approve the director's report and there was a second by Dawn Schulte. Roll call vote; motion carried.

New Business

Review and approval of Ayres Associates invoice #186197 covering payment for grant writing assistance. Angie Whelan made a motion to pay Ayres Associates invoice for \$538.88, seconded by Karen Solyntjes. Roll call vote; motion carried.

Discussion took place regarding handwashing practices and a possible policy at reopening to ensure staff remain healthy in the workplace and are not at work if they are experiencing symptoms of illness. This will be revisited.

Adjournment – Angie Whelan made a motion to adjourn. Seconded by Dawn Schulte. Meeting adjourned at 4:33 p.m. Next meeting: Thursday, June 18, 2020 at 4:00 p.m.

Director's Report May 21, 2020

1. April Statistics:

- a. Total circulation: 259
- b. New patrons: 0
- c. New items: 35
- d. Public access computer sessions: 0
- e. Wireless sessions: 51
- f. E-materials checkouts: 806 (compared to 640 April 2019)
- g. Website visits: 2,601 (up from 1,052 April 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. In-person services and programs are not advised at this time.

2. Activities/Programs

a. April/May:

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

Facebook Songs/Questions/Story Times					
Date	Description	Reach	Engagements	Shares	Views (as of May 17, 2020)
3/29/2020	Hedgehog Story Time	287	26		187
4/10/2020	Opening Song	218	26		95
4/10/2020	Story Time	196	19		101
4/11/2020	Ugly Dog - dedicated story time to us	160	3		
4/14/2020	What's Your Favorite fruit/vegetable	276	40		140
4/19/2020	Story Time	308	48		163
4/22/2020	What Do You Like to Do Outside	182	16		96
4/26/2020	Story Time	222	21		107
4/30/2020	Poem in Your Pocket booklet making	160	2		75
4/30/2020	Story Time	207	19		112
5/5/2020	Lambs and Song	157	20		86
5/7/2020	Story Time	161	9		63
5/8/2020	Story Time	218	15		100
5/14/2020	Ugly Dog FB Live (see also attendance sheet)	593	58		74
5/15/2020	Story Time	158	11		75
	TOTALS	3503	333		1474

Facebook Activities/Games/Passive "programs"				
Date	Description	Reach	Engagements	Shares
3/29/2020	Book Hunt	241	14	
4/1/2020	Spot the Difference	543	223	1

4/2/2020	Book Hunt	225	16	1
4/3/2020	Scavenger Hunt	263	19	1
4/6/2020	Coloring Pages	177	10	
4/9/2020	Book Hunt	166	9	
4/11/2020	Pet Day photo share	293	42	
4/12/2020	Scattergories	252	30	
4/13/2020	Star Wars Guess Who?	255	31	
4/15/2020	Art Day photo share	287	27	
4/15/2020	Book Hunt	174	3	
4/16/2020	Story Cubes	187	5	
4/17/2020	I Spy	143	7	
4/19/2020	Scattergories	230	15	
4/21/2020	Book Hunt	186	5	
4/23/2020	Joys photo share	310	70	
4/24/2020	Trivial Pursuit Card	298	25	
4/26/2020	Story Cubes	133	1	
4/28/2020	Book Hunt	169	2	
4/29/2020	Guess Who?	227	40	
4/30/2020	Scattergories	241	25	
	TOTALS	5000	619	3

Tutorials/Website Features					
Date	Description	Reach	Engagements	Shares	Views (as of May 17, 2020)
3/29/2020	MORE Account Tutorial	273	18	1	122
3/30/2020	My Library Dashboard Tutorial	319	33	4	146
3/31/2020	Ancestry at Home Tutorial	381	35	2	140
4/2/2020	Flipster Tutorial	996	51	4	356
4/3/2020	Freading Tutorial	276	19	2	95
4/17/2020	Transparent Language Tutorial	168	10		50
4/26/2020	Narrow Your MORE Search Tutorial	350	48		134
4/29/2020	Kid Speak Tutorial	168	6		52
4/1/2020	Website Wonders 1	537	86	3	309
4/8/2020	Website Wonders 2	404	22		145
4/13/2020	Website Wonders 3	177	3		71
4/21/2020	Website Wonders 4	228	15		80
4/27/2020	Website Wonders 5	177	10		75
4/8/2020	Podcasts	241	44		140
	TOTALS	4695	356	16	1915

National Library Week Facebook contest – April 19-25

Engagement: 167; Reach: 2,241; 18 separate individuals commented; 5 gift cards awarded

National Poetry Month - 30 Poems in 30 Days – daily in April

Engagement: 127; Reach: 4,711

b. Upcoming:

- i. All in-person programs suspended through July 31
- ii. May 21 at 6:30 p.m. - Community Book Club via Zoom
- iii. Regular storytimes via Facebook Thursdays at 1 p.m. and Fridays at 10 a.m.
- iv. Potential community engagement activities for summer: downtown storywalk; outdoor art tour and virtual gallery

3. Facilities/Equipment/Services

- a. Doorside service available as of April 27; returns accepted twice weekly as of May 2
- b. Wi-Fi is available to the public in the upper and lower parking lots behind the library building; contact with T-Mobile, Midco & IFLS re: expanded wi-fi access for public
- c. EPL staff continuing to assist Pierce County Public Health with social media monitoring

4. Personnel & Volunteers

- a. Meetings: Chamber Kickstarter, April 17 (Tiffany); Outreach call from Lt. Gov., April 21 (Tiffany); IFLS curbside service discussion, April 23 (Tiffany); Public Library check-in w/ PC Public Health, April 23 (Tiffany, Caroline); IFLS SLP collaborative meeting, May 6 (Caroline, Tiffany); exit interview, May 8 (Judy, Elise, Tiffany); E3CDC, May 13 (Tiffany); MORE Director's Council, May 15 (Tiffany); weekly IFLS check-ins for Directors, Adult Services, Youth Services (various staff); weekly staff meetings (all staff); weekly Assistant Librarian meetings (Laurie, Caroline, Tiffany)
- b. Training: Chamber Meeting – Where to Go From Here (Ells. Chamber), April 23 (Tiffany); IFLS Curbside Delivery Best Practices, April 28 (Tiffany, other EPL staff); Being Still in an Emergency, May 5 (Darcy); DPI Guidelines to Reopening, May 7 (Tiffany, other EPL staff); Safety Tips for Reopening Libraries (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
- c. Elise Gregory resigned as Youth Services Librarian/Programming Coordinator effective May 10 due to circumstances surrounding Covid-19; Caroline Herfindahl moved from Assistant Librarian to the youth services position effective May 11; Darcy Behringer was promoted from Library Clerk to Assistant Librarian effective May 18.

5. Friends of the Library

- a. May 7 meeting canceled
- b. Next scheduled meeting – June 4 at 5 p.m. (tentative)

6. Building/Space Committee update

- a. May 11 meeting canceled
- b. Next scheduled meeting – June 8 at 6:30 p.m. (tentative)

