

## Ellsworth Public Library Board of Trustees Meeting Minutes

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

Thursday, August 20, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:09 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 Whelan, Sharon Hofmeister, and Library Director, Tiffany Meyer. Karen Solyntjes, Angie Bjork, 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 Sharon Hofmeister. Roll call vote; motion carried.

Dawn Schulte made a motion to approve the minutes of the July meeting, seconded by Judy Perkins.

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 doorside services of faxes and copies has started to bring in income. Angie Whelan made a motion to approve the financial report, seconded by Dawn Schulte. Roll call vote; motion carried.

The board audited the monthly expenditures. It was noted that approximately \$5000 has been spent due to COVID-19. This amount was sent to the Village clerk for possible reimbursement from recovery grant monies. It is unknown if the library will qualify. A mobile Frontrow ToGo system was purchased along with 3 purifiers as part of the \$5000. Angie Whelan made a motion to approve the expenditures, seconded by Sharon. Roll call vote; motion carried.

The director's report for was presented by Tiffany Meyer. We are at about 30% of circulation from this time last year. The Grab-n-Go bag kits have been very popular. Caroline will be putting "Read with a Hedgehog" on hiatus due to lack of interest. The library is working on using the grab-n-go bags with some of the less utilized programs. Pick-up services are being extended to a daily offering. The flags for pedestrian crossing are ready to be put into place after the Main Street construction project. Updated discussion on new tablets for the board members. Tiffany stated there would likely be no money from the village for this purchase. No further discussion. Judy Perkins made a motion to approve the director's report and there was a second by Angie Whelan. Roll call vote; motion carried.

## New Business

The finance committee met at the end of July. Paul Bauer was not present at that meeting and no presentations were given on behalf of the library project. Tiffany was there to field questions from committee members. Paul has been in communication with BMO about the operating costs and costs to bring the building up to code. There have been many delays getting this information. The current architects believe the cost to bring the BMO building up to code will exceed the \$600,000 once thought. They are hopeful the costs could be similar to what it would take to renovate the current location. Tiffany is holding off on getting anything done through the architect firm that would equate to billable hours until more information can be gathered. The Village has still made no decisions or financial commitment for a new library space at this time.

The epidemic policy was updated to reflect the CDC guidelines for personnel and recommendations by public health. Public Health recommended outlining “essential activities”. Tiffany feels that is not necessary considering the small amount of staff members. This will be revisited as needed. All board members will review the current revisions and bring feedback to the next meeting.

The 2021 budget was reviewed by the board members. Many areas are unknown how to budget due to COVID-19. No vote to approve was held at this time.

Adjournment – Meeting adjourned at 4:49 p.m. Next meeting: Thursday, September 17th, 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 August 20, 2020

### 1. July Statistics:

- a. Total circulation: 1,974 (up from 1,109 June 2020)
- b. New patrons: 1
- c. New items: 195
- d. Public access computer sessions: 0
- e. Wireless sessions: 194 (up from 131 June 2020)
- f. E-materials checkouts: 884 (up from 709 July 2019)
- g. Website visits: 2,112 (up from 1,236 July 2019)
- h. Door count: 0 (limited to staff only)
- i. Doorside pickup appointments: 449 (up from 303 June 2020)

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. July/August:

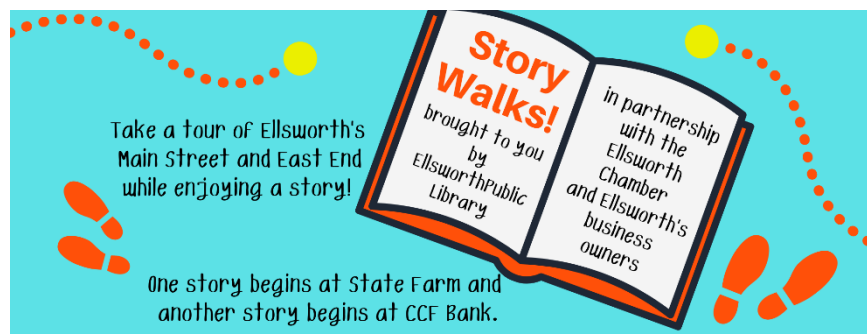
*In-person programs suspended as of March 16 due to concerns surrounding Covid-19*

- Grab & Go kits – 419 distributed as of Aug. 16!

Facebook Live Story Times								
Date	Description		Reach	Engagements	Shares	Live Views	FB Views (as of 8/17/20)	YouTube Views
7/16/2020	One Family		163	6	0	6	66	
7/17/2020	Pam Corcoran Puppets/Dog's Colorful Day		163	6	0	4	43	
7/23/2020	Nature's Patterns		183	5	0	3	42	
7/24/2020	Patterns Outside		187	11	0	9	80	
7/30/2020	Edward Gets Messy		177	4	0	4		
7/31/2020	Art		196	10	2	7	67	
8/6/2020	Paul Stickland Dino Books (recorded)		174	6	0	6	85	
8/7/2020	Pam Corcoran Puppets/Frederick		163	9	0	4	66	
8/13/2020	Bikes for Sale		122	7	0	4	71	
8/14/2020	Happy in Our Skin	(technical issues)						

<b>Other Programs</b>		
7/14/2020	The Political Lincoln (Kevin Wood) FB Live	9
7/16/2020	Mighty Middles Doodle Club (Zoom) (9-12)	0
7/22/2020	Colossal Fossils - Dinosaurs and Dragons	6
8/6/2020	Teen Zoom Meet-up	0
8/6/2020	Adult Game Night on Zoom	0
8/12/2020	Colossal Fossils - Ice Age Giants	6
8/13/2020	Mighty Middles Doodle Club (Zoom) (9-12)	1

<b>Read to a Hedgehog</b>			
Date	Spots Offered		Participants
7/15/2020	3		1
7/17/2020	3		0
7/20/2020	3		0
7/24/2020	3		0
7/27/2020	3		0
7/29/2020	3		0
7/31/2020	3		0
8/3/2020	3		0
8/5/2020	3		0
8/7/2020	3		0
8/10/2020	3		0
8/14/2020	3		1
8/17/2020	3		0



b. Upcoming:

- i. Aug. 25 – Zoom Q&A with Susan LoRusso, Ph.D. on Misinformation: What It Is and How to Spot It at 10:30 a.m. (online presentation available for viewing Aug. 17-22)
- ii. Aug. 27 – Let It Go: Meditative Art for Adults at 7 p.m. on Zoom
- iii. Sep. 8 – Brain Boosting Sleep at 10:30 a.m. (virtual)

- iv. Colossal Fossils 16-week virtual program starting this fall!
- v. LEGO/Building challenge & Crafternoon programs will be paired with Grab & Go kits to boost interest
- vi. Teen Meet-Up will be replaced by Teen Maker program utilizing Grab & Go kits
- vii. Read to a Hedgehog is going into hibernation for a bit

3. Facilities/Equipment/Services

- a. Doorside service for materials pickup, **copies and faxes**; phone/email reference service; returns accepted **daily** during open hours
- b. Wi-Fi available to public in upper and lower parking lots behind library building
- c. Storywalks up on Main Street and in East End through August
- d. Pedestrian flags will be put in place following the Main Street construction project

4. Personnel & Volunteers

- a. Meetings: MORE Director’s Council, July 17 (Tiffany); IFLS Director’s Check-In, July 24 (Tiffany); Pierce County Public Health Public Library Check-In, July 24 (Tiffany); Volunteer Engagement, July 28 (Tiffany); Programs Check-In, July 30 (Caroline, Tiffany); Village of Ellsworth Finance Committee, July 30 (Curt, Tiffany); IFLS Director’s Check-In, July 31 (Tiffany); Ellsworth Village Board meeting, Aug. 3 (Curt, Tiffany); IFLS Director’s Check-In, Aug. 7 (Tiffany); Pierce County Public Health Public Library Check-In, Aug. 7 (Tiffany); E3CDC, Aug. 12 (Tiffany); SCV Job Center, Aug. 17 (Tiffany); EPL staff, Aug. 20 (all staff)
- b. Training: Jerks with Homes webinar, July 23 (Tiffany); HR Issues in the Time of COVID-19, Aug. 5 (Tiffany); National Voter Registration Day webinar, Aug. 5 (Tiffany); EPL staff continue to participate in continuing education as time allows

5. Friends of the Library

- a. Aug. 6 meeting canceled due to lack of agenda items
- b. Next scheduled meeting – Sep. 3 at 5 p.m. at Summit Park (weather permitting)

6. Building/Space Committee update

- a. Met with Village of Ellsworth finance committee July 30 to hear committee questions
- b. Next step – building committee to provide answers to finance committee questions; request a second meeting



Facebook post  
August 13, 2020

Our friend Kaden stopped by with great news! He just finished reading 1000 books before kindergarten! Congratulations reaching that massive reading goal! 🎉

His visit was such a bright spot in our day! 🌞 🍌