

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, October 15, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:02 p.m. The meeting took place in the senior center, online via Zoom, and was available to the public.

Zoom Meeting <https://02web.zoom.us/j/89823955376> Meeting ID: 898 2395 5376

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

Compliance with the open meeting law was met.

A motion was made by Curt Wandmacher to amend the agenda: The discussion and possible action will be regarding the Ellsworth Public Library 2021 budget rather than the 2020 budget. Sharon Hofmeister seconded the motion. Angie Whelan made a motion to approve the agenda, seconded by Angie Bjork. Motion carried.

Curt Wandmacher made a motion to approve the minutes of the September 17, 2020 meeting, seconded by Angie Whelan. Motion carried.

Current Business

The board reviewed the financial report. 75% of the budget year has lapsed, while 64.3% of the budget has been spent. Curt Wandmacher made a motion to approve the financial report, seconded by Dawn Schulte. Motion carried.

The board audited the monthly expenditures. It was noted that two donations for the building project were deposited to the checking account. These funds will be designated for that purpose and tracked by spreadsheet or subaccount. Angie Bjork made a motion to approve the expenditures, seconded by Curt Wandmacher. Motion carried.

The director's report was presented by Tiffany Meyer. E-materials checkouts are higher than September, 2019. Website visits increased by more than 1000 from September 2019. There were 427 doorside pickup appointments and the library building opened by appointment as of October 1st. The new air conditioning and furnace unit was installed at the beginning of October. The Princh cloud-based printing was installed October 1st. National Friends of Libraries Week is October 18-24th.

The Ayres design team toured the former BMO building and will work on the cost to remodel. A second meeting will be requested with the finance committee. Dawn Schulte made a motion to approve the director's report and there was a second by Angie Whelan. Motion carried.

BMO Harris CD is maturing 10/27/2020. Curt will review the options and renew it.

The 2021 EPL budget was reviewed. Wages will increase by cost of living (same percentage as the Village employees receive). Motion made by Dawn Schulte to accept the EPL budget and seconded by Sharon Hofmeister. Motion carried.

New Business

Review and approval of Ayres Associates invoice #188692 covering prep work to consider the BMO building as a site for the EPL. The cost will be subtracted from the total proposal fee. Angie Whelan made a motion to approve payment of \$1520.00 to Ayres Associates, seconded by Angie Bjork. Motion carried.

Discussion of IFLS wage and benefit survey. A committee of board members, Judy Perkins, Karen Solyntjes, and Angie Whelan has been formed to review staff wages at the EPL.

Adjournment – Meeting adjourned at 4:36 p.m. Next meeting: Thursday, November 19, 2020 at 4:00 p.m.

Director's Report October 15, 2020

1. September Statistics:

- a. Total circulation: 2,292 (up from 2,019 August 2020)
- b. New patrons: 3
- c. New items: 288
- d. Public access computer sessions: 0
- e. Wireless sessions: 231 (up from 154 August 2020)
- f. E-materials checkouts: 834 (up from 662 Sept. 2019)
- g. Website visits: 1,483 (up from 436 Sept. 2019)
- h. Door count: 0 (limited to staff only)
- i. Doorside pickup appointments: 427

The library had been closed to the public since Tuesday, March 17. Doorside pickup was reinstated Monday, April 27. The building opened by appointment on Thursday, Oct. 1.

2. Activities/Programs

a. September/October

Facebook Live Story Times							
Date	Description	Reach	Engagements	Shares	Live Views	FB Views (as of Oct. 12, 2020)	YouTube Views
9/17/2020	Fall	99	16	0	1	46	
9/18/2020	Fall	120	3	0	-	32	2
9/24/2020	Foxes	103	4	0	-	39	0
9/25/2020	Foxes	114	4	0	2	34	0
10/8/2020	Orange	68	0	0	1	35	0
10/9/2020	Orange	110	2	0	4	51	0
	TOTALS				8	237	
	Averages					40	
Passive Programming							
Date	Description						
9/15/2020	LEGO/Build Challenge: Birdhouse		no participation yet				
9/22/2020	Family Craft Challenge: Nature Art		no participation yet				
Colossal Fossils							
Date	Description						
9/18/2020	T Rex and Triceratops			3			14
9/25/2020	Ice Age Giants			3			7
10/2/2020	Age of Humans			0			4
10/9/2020	Women of Science			0			0
Other Programs							
Date	Description	Participants					
9/17/2020	Community Book Club on Zoom	6					
9/24/2020	Teen Maker	0					
9/25/2020	Collaborative Teen Night	7 (none from EPL)					
10/8/2020	Doodle Club (9-12 year olds)	0					

- *Technical issues reported with Facebook Live Story Time on 9/17, 9/18 and 9/24*
- *Video link not received from Colossal Fossils for Women of Science at the time this report was created*

- b. Upcoming
 - i. Oct. 13-24 – National Friends of Libraries Week
 - ii. Oct. 30 from 6-11 p.m. – Teentober Virtual Event
 - iii. Last week of Oct. – EPL Scarecrow Contest (voting open Oct. 31-Nov. 2)
 - iv. Nov 10 at 10:30 – Charles Lindbergh: Triumph, Tragedy and Controversy



- 3. Facilities/Equipment/Services
 - a. Library building open by appointment as of Oct. 1
 - b. Princh cloud-based printing installed Oct. 1
 - c. Air conditioning and furnace installed Oct. 2 & 5; invoice forwarded to PWD Engeset
- 4. Personnel & Volunteers
 - a. Meetings: Village budget meeting, Sep. 17 (Curt, Tiffany); MORE Director's Council, Sep. 18 (Tiffany); Pierce County Public Health Public Library Check-In, Sep. 18 (Tiffany); IFLS Director's Check-In, Sep. 25 (Tiffany); Program Check-In, Sep. 29 (Caroline, Tiffany); Pierce County Public Health Public Library Check-In, Oct. 2 (Tiffany); Village budget meeting, Oct. 12 (Curt, Tiffany); CABS transition meeting, Oct. 13 (Tiffany); Caroline has been participating in most weekly check-ins for Youth Services and Adult Services.
 - b. Training: Tech Days workshop, Sep. 23-24 (Darcy, Laurie, Tiffany); ARSL Conference, Sep. 28-Oct. 2 (Caroline, Tiffany); ALSC Institute, Oct. 2-3 (Caroline); EPL staff continue to participate in continuing education as time allows.
 - c. Caroline Herfindahl received scholarships from IFLS to attend the ALSC Institute (Oct. 2-3) and the YALSA Symposium (Nov. 6-8)! Registration for the ARSL Conference (Sep. 28-Oct. 2) was also covered for Caroline and Tiffany by IFLS Library System.
- 5. Friends of the Library
 - a. Oct. 1 meeting canceled due to lack of agenda items
 - b. Next scheduled meeting – Nov. 5 at 5 p.m.
- 6. Building/Space Committee update
 - a. Oct. 5 – Ayres design team toured former BMO building; working on cost to remodel
 - b. Next step – when all information is gathered, a second meeting will be requested with the finance committee