

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, September 17, 2020

The 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 in the Senior Center and was available to the public. Zoom Meeting <https://02web.zoom.us/j/85957365284> Meeting ID: 859 5736 5284
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A quorum was established. In attendance were Angie Bjork, Sharon Hofmeister (via Zoom), Judy Perkins, Karen Solyntjes, Curt Wandmacher, Angie Whelan, and Library Director, Tiffany Meyer. Dawn Schulte was absent.

Compliance with the open meeting law was met.

A motion was made by Angie Whelan to approve the revised agenda, seconded by Angie Bjork. Motion carried.

AZ Snyder provided information and answered questions regarding the Pierce County coronavirus website and COVID- 19 risk information available. The county has adopted a less conservative Harvard model for reviewing data rather than the Wisconsin state health department model. Daily new cases are recorded and risk is calculated per 100,000 population. As a county of approximately 50,000 population, 0-5 cases/day is a sustainable number, 25/day is a level for shutting down. AZ Snyder's recommendation is that this is not the time to open the library to the public. If the library does open for in person visits, limit capacity.

A motion was made by Curt Wandmacher to approve the minutes of the August 20, 2020 meeting, seconded by Angie Bjork. Motion carried.

A motion was made by Karen Solyntjes to approve the minutes of the August 27, 2020 special meeting, seconded by Angie Whelan. Motion carried.

Current Business

The board reviewed and approved the financial report. Angie Whelan made a motion to approve the financial report, seconded by Curt Wandmacher. Motion carried.

The board audited and approved the monthly expenditures. Tiffany noted that wages and benefits are not included on the expenditures as that information was not available for her to include. A motion was made by Karen Solyntjes to approve the expenditures, seconded by Angie Bjork. Motion carried.

The director's report was presented by Tiffany Meyer. September is library card signup month. Circulation was up since last month; it is about 36% of what it was in August 2019. E-materials and website visits were higher than August 2019. There were 428 doorside pickup appointments. Caroline's Facebook Live Story time and "Choose Your Own Adventure" programs were well attended. A survey will be used to inform future programs. A Community Trick or Treat drive-thru is a possibility this fall. A possible "story walk" for kids as well as one for adults is in the

planning stages. Installation of the new air conditioning/furnace unit will be scheduled after the equipment is received at Walter's Electric (anticipated the week of September 21st). Tiffany is looking into a plan for beautification of the library's outdoor space on the Main Street side. The Building/Space Committee will request a meeting with the finance committee once costs are received and reviewed for remodeling an alternative site.

A Cloud based printing app., Princh, is planned for the EPL to offer printing capability to patrons as a doormside service option. They would be able to pay by card, send materials to be printed directly to the printer at the library and then pick up the materials. It is currently used by the St. Croix Falls library. At this time, EPL will begin a free trial for PRINCH and use the EPL checking account to deposit revenue quarterly.

The library remains closed to the public for in person use due to the current Pierce County COVID-19 cases being high and increasing. Using the case level as a guide, the plan is to open by appointment when the county case level is in the "orange" range. A motion was made by Angie Bjork to approve the director's report, seconded by Curt Wandmacher. Motion carried.

There was discussion regarding replacing the tablets used by the library board. With technology updates needed for the Village, there might not be funds available in the Village budget for new tablets. It was decided to wait to see if there is money left in the budget at the end of the year and then earmark it for next year.

New Business

Revisions were made to the EPL Epidemic and Library Health Emergency Plan. The wording was changed in some areas to clarify the policy. An appendix was added to address patron behavior specific to COVID-19. AZ Snyder recommended the policy include that patrons will be asked to leave if they are non-compliant. The employee section was changed as Tiffany's research, CDC recommendations, and AZ Snyder's recommendations warranted. A motion was made by Curt Wandmacher to accept the policy as presented, seconded by Angie Whelan. Motion carried.

BMO Harris CD is maturing 10/27/2020. Curt will research options for renewal or reinvestment. Discussion will take place in October as to transferring some funds from the checking account to the funds going into a CD.

Review and approval of Ayres & Associates invoice #188184 for grant writing assistance and other billable hours. Angie Whelan made a motion to approve payment of \$1006.56, seconded by Curt Wandmacher. Motion carried.

Adjournment – Meeting adjourned at 5:08 p.m. Next meeting: Thursday, October 15, 2020 at 4:00 p.m.

Director's Report September 17, 2020

1. August Statistics:

- a. Total circulation: 2,019 (up from 1,974 July 2020)
- b. New patrons: 3
- c. New items: 102
- d. Public access computer sessions: 0
- e. Wireless sessions: 154
- f. E-materials checkouts: 813 (up from 680 August 2019)
- g. Website visits: 2,523 (up from 1,969 August 2019)
- h. Door count: 0 (limited to staff only)
- i. Doorside pickup appointments: 428

The library has been closed to the public since Tuesday, March 17. Doorside pickup was reinstated Monday, April 27. The library is working with Pierce County Public Health on a plan to reopen the building to the public by appointment.

2. Activities/Programs

- a. Final Summer Reading Program stats

Challenge Name	Readers Count	Completions	Earned Badges	Completed Activities	Logged Books	Logged Minutes
EPL Summer Challenge 2020 19+	27	1	197	131	0	27285
EPL Summer Challenge 2020 Teens	9	0	52	50	0	3740
EPL Summer Challenge 2020 Kids	22	2	154	119	1	11762
EPL Summer Challenge 2020 Littles	9	0	32	29	209	23
Totals	67	3	435	329	210	42810

477 Items/Grab & Go Kits distributed

60 PBS Activity Booklets distributed

33 people/households have filled out a summer survey

-About ½ of the respondents did the summer reading challenge, ½ did not

-COVID seemed to impact participation as self-reported

-overall the people that answered and used Beanstack really liked it and they enjoyed being able to log their reading... but most did both activities and reading

-23 respondents did not attend any programs presented - most answered don't like screens -

others cited internet access - and many just didn't know about the programs

-many looking forward to being able to be back in person -many positive comments

We now have 8 YouTube Channel subscribers

b. Late August/September

Facebook Live Story Times							
Date	Description	Reach	Engagements	Shares	Live Views	FB Views (as of Sep 14, 2020)	YouTube Views
8/20/2020	Seashore	142	9		2	53	1
8/21/2020	Seashore	163	8		4	77	0
9/3/2020	Meadows	147	3		3	43	6
9/4/2020	Meadows	150	5		3	69	3
9/10/2020	Construction	84	17		2	40	0
9/11/2020	Construction	92	15		2	15	3
	TOTALS	778	57		16	297	13
	Averages	130	10		3	50	2

Choose Your Own Adventure - Week of August 24-28					
Date	Description				
	Composite Stats for the Week	Peak Live Viewers Over the Week 37	1192 Reach	98 Engagements	344 Views

Other Programs		
Date	Description	Participants
8/17/2020	Media Literacy Presentation on YouTube	35
8/25/2020	Media Literacy Q+A on Zoom	5
8/25/2020	PJ Storytime on Zoom	0
8/25/2020	Community Book Club on Zoom	4
8/27/2020	Let It Go Adult Art Night	rescheduled
9/8/2020	Brain Boosting Sleep on Zoom	8
9/8/2020	PJ Storytime on Zoom	0
9/10/2020	Doodle Club (9-12-year-olds)	0
9/11/2020	Colossal Fossils (cooperative with other IFLS libraries)	5 Ellsworth Attendees

c. Upcoming:

- i. Sep. 25 @ 6 – Teen Night incl. author talk w/ J. Scott Savage, craft, and escape room
- ii. Oct. 13 @ 10:30 – Houdini as a Grandparent
- iii. Possible drive thru event for Community Trick or Treat
- iv. Scarecrow contest with local businesses
- v. Fall storywalk planned for youth, possibly one for adults too!

3. Facilities/Equipment/Services

- a. Revised guidance from Pierce County Public Health likely to support library use by appointment
- b. Air conditioning and furnace scheduled for delivery week of Sep. 21
- c. Considering Princh cloud-based printing for continued doorside service option
- d. 1,000 Books for Kindergarten now available via Beanstack

4. Personnel & Volunteers

- a. Meetings: IFLS Director's Check-In, Aug. 21 (Tiffany); Pierce County Public Health Public Library Check-In, Aug. 21 (Tiffany); 2021 Budget Check-In w/ Village Admin, Aug. 26 (Tiffany); Program Check-In, Aug. 27 (Caroline, Tiffany); Chamber: The 70% Rule, Aug. 27 (Tiffany); Building Project Check-In w/ Paul and Jodi, Aug. 28 (Tiffany); IFLS Director's Check-In, Aug. 28 (Tiffany); Village of Ellsworth finance committee, Aug. 31 (Curt, Tiffany); Building Project Check-In w/ Paul and Curt, Sep. 3 (Tiffany); Program Check-In, Sep. 3 (Caroline, Tiffany); IFLS Director's Check-In, Sep. 4 (Tiffany); Pierce County Public Health Public Library Check-In, Sep. 4 (Tiffany); IFLS Director's Check-In, Sep. 11 (Tiffany); IFLS Advisory Council, Sep. 14 (Tiffany); Village Board, Sep. 14 (Curt, Tiffany); EPL staff, Sep. 16 (available staff); Caroline has been participating in most weekly check-ins for Youth Services and Adult Services.
- b. Training: Advancing Racial Equity in Your Library (Tiffany); Supporting K-12 Students in 2020-21 (Tiffany); COVID: How to Deal with Problem Behaviors Related to COVID-19 (required for all staff); Art Making for Self-Care (Caroline); CSLP listening session (Caroline); Voter Registration training (Caroline); EPL staff continue to participate in continuing education as time allows.

5. Friends of the Library

- a. Sep. 3 meeting canceled due to lack of agenda items
- b. Next scheduled meeting – Oct. 1 at 5 p.m. at Summit Park (weather permitting)

6. Building/Space Committee update

- a. Operating costs received for alternative site; design team planning to tour the building to determine remodeling costs
- b. Next step – when all information is gathered, a second meeting will be requested with the finance committee

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