

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, December 17, 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/82165060921> Meeting ID: 821 6506 0921

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

Compliance with the open meeting law was met.

A motion was made by Karen Solyntjes to approve the agenda, seconded by Angie Bjork. Roll call vote; motion carried.

Angie Bjork made a motion to approve the minutes of the November 19, 2020 meeting as corrected (the financial report should read that 72.3% of the budget has been spent), seconded by Angie Whelan. Roll call vote; motion carried.

Current Business

The board reviewed the financial report. Angie Whelan made a motion to approve the financial report, seconded by Judy Perkins. Roll call vote; motion carried.

The board audited the monthly expenditures. It was noted that the wages for the month were higher than other months due to the sick pay that was paid out in this period. The PRINCH printing program was purchased for 2021; this service will continue to be available to the public. The magazine subscriptions were renewed. Other expenditures were reviewed. Angie Bjork made a motion to approve the expenditures, seconded by Angie Whelan. Roll call vote; motion carried.

The director's report was presented by Tiffany Meyer. Circulation was up from the previous month. Programs are still virtual, no in person library visits, and doorside pickup will continue until the COVID activity in our area is at a safer level. 157 Grab & Go kits were distributed since November 17th. Caroline has a new reading program for all ages. She will promote it through the schools and the media. The Mystery Quilt program is back (details to come)! New hold and checkout limits for IFLS Library System will be effective Monday, December 21st. Themed backpack activity kits are back in circulation. The library is now registered with Baker & Taylor's Sustainable Shelves program which provides information to assist with weeding the collection and the library will get cash back for weeded materials sold. Library staff evaluations are complete. The Friends of the Library group will meet in January.

An update from the Executive Library Building/Space Committee brings the news that the Village Board met December 7th and approved the purchase and basic renovation of the former BMO Bank building as the future library site. Angie Whelan made a motion to accept the director's report, seconded by Angie Bjork. Roll call vote; motion carried.

Update on the CD at Associated Bank - It matured 12/01/2020 and has been reinvested at that bank by treasurer, Curt Wandmacher at the rate currently available.

Update on the handling of building project donations – A savings account will be set up and finalized next month.

New Business

Review and approval of Ayres Associates invoice #189850 covering tour of new site, assessment of BMO building, review of the prior architectural and engineering firm's assessment, preparing cost data and providing a presentation to the Village Finance, Purchasing, Building Committee. Karen Solyntjes made a motion to pay Ayres Associates invoice for \$5605.49, seconded by Angie Whelan. Roll call vote; motion carried.

Discussion and approval of fee letter from Ayres for creating new images for fundraising documents. Judy Perkins made a motion to approve payment of \$1600 to Ayres to create images for revised fundraising materials, seconded by Angie Whelan. Roll call vote; motion carried.

Discussion and approval of expenditure for Phase 1 of the building audit for the library site. Angie Whelan made a motion to approve payment to Ayres (up to \$3200) for the environment assessment if the Village Board does not vote to pay for the assessment at their executive meeting. A second was made by Angie Bjork. Roll call vote; motion carried.

Discussion and approval of changes to the hold and checkout limits in the EPL circulation policy. IFLS Library System changes allow patrons to borrow up to 200 items at a time; changes allow patrons to have up to 100 items on hold. Angie Whelan made a motion to approve the changes to limits in the EPL circulation policy, seconded by Angie Bjork. Roll call vote. Motion carried.

Three agenda items will be tabled until the next meeting. The review of the library director, changes to wages and benefits for library staff, and the presentation by the library director of annual goals and objectives will be on the January agenda. The board did discuss a cost of living increase for staff that mirrors the increase for the Village employees. Angie Bjork made a motion to approve a 2.5% cost of living increase for library staff effective 1/1/2021, seconded by Angie Whelan. Roll call vote. Motion carried.

Adjournment – Meeting adjourned at 4:37 p.m. Next meeting: Thursday, January 21, 2021 at 4:00 p.m.

Director's Report December 17, 2020

1. November Statistics:

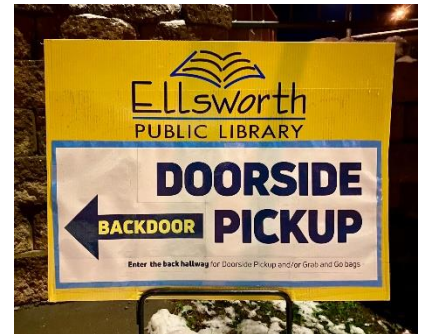
- a. Total circulation: 2,532 (up from 2,467 October 2020)
- b. New patrons: 3
- c. New items: 148
- d. Public access computer sessions: 0
- e. Wireless sessions: 238
- f. E-materials checkouts: 753 (up from 652 Nov. 2019)
- g. Website visits: 1,818 (up from 1,109 Nov. 2019)
- h. Door count: 0 (staff only)
- i. In-person appointments: 0
- j. Doorside pickup appointments: 427

Due to an increase in
Covid-19 activity level,
the library rolled back to
curbside services on
Oct. 29.

2. Activities/Programs

- a. November/December

157 Grab & Go kits distributed since Nov. 17



Facebook Live Story Times							
Date	Description	Reach	Engagements	Shares	Live Views	FB Views (as of Dec. 14, 2020)	YouTube Views
11/20/2020	Turkeys	128	16		3	3	2
12/4/2020	Cozy	105	16		3	4	0
12/11/2020	Cookies	67	19		2	4	0
	TOTALS	300	51		8	11	2

Colossal Fossils		
Date		
11/20/2020	Flintknapping	1 family from EPL registered
11/27/2020	Fire with Friction	
12/4/2020	Ancient Music	1 family from EPL registered
12/11/2020	Primitive Fishing	1 family from EPL registered

Other Programs		
Date	Description	Participants
11/19/2020	Community Book Club	6
11/20/2020	Virtual Concert and Teen Art Night	15
11/30/2020	Cyber Monday*	Reach 194
12/1/2020	Women's Suffrage	4
12/8/2020	PJ Storytime	1
12/11/2020	Read to a Hedgehog	1 family registered but were a no show

**Cyber Monday – 41 engagements, 1 happy winner! 😊*

b. Upcoming

- i. Read Your Way into the New Year – Dec. 20-Jan. 2
- ii. Jan. 2 – Self Care Saturday from 12-3 p.m.
- iii. Jan. 11 – Virtual School Parents’ Discussion Group at 6:30 p.m.
- iv. Jan. 15 – Virtual Teen Game Night from 7-9 p.m.
- v. Mystery Quilt Program – sometime in January (details to come!)

3. Facilities/Equipment/Services

- a. New hold and checkout limits for IFLS Library System starting Dec. 21
- b. Themed backpack activity kits are back in circulation
- c. Registered with Baker & Taylor’s Sustainable Shelves program for weeded materials

4. Personnel & Volunteers

- a. Meetings: MORE Director’s Council, Nov. 20 (Tiffany); Village Finance Committee, Nov. 23 (Curt, Tiffany); Village Finance Committee, Dec. 1 (Curt, Tiffany); Wage and Benefit Committee, Dec. 2 (Judy, Karen, Angie W.); Program Check-In, Dec. 3 (Caroline, Tiffany); IFLS Director’s Check-In, Dec. 4 (Tiffany); Village Board, Dec. 7 (Curt, Tiffany, others via Zoom); Fundraising, Dec. 9 (Tiffany); Staff meeting, Dec. 10 (all staff); Assistant Librarians, Dec. 10 (Laurie, Darcy, Tiffany); Pierce County Public Health Public Library Check-In, Dec. 11 (Tiffany); Program Check-In, Dec. 11 (Caroline, Tiffany); Executive Library Building/Space Committee, Dec. 14 (Judy, Caroline, Tiffany); Caroline has been participating in most weekly check-ins for Youth Services and Adult Services.
- b. Training: Ornerly Teenagers webinar, Nov. 19 (Tiffany); Compassion Resilience Toolkit Overview webinar, Dec. 8 (Tiffany); Burnout & Stress webinar, Dec. 10 (Tiffany); staff continue to participate in continuing education as time allows
- c. Staff evaluations completed Dec. 8-15

5. Friends of the Library
 - a. Dec. 3 meeting canceled due to lack of agenda items
 - b. Next scheduled meeting – Jan. 7 at 5 p.m.

6. Building/Space Committee update
 - a. The Village Finance, Purchasing, Building Committee met Nov. 23 to discuss loan options and Dec. 1 to discuss whether to purchase and/or remodel a new space for library space.
 - b. The Village Board met Dec. 7 and approved purchase and basic renovation of the former BMO Bank building as the future library site.
 - c. The Executive Library Building/Space Committee met Dec. 14 to review a proposal from Ayres re: cost to create images for revised fundraising documents, discuss a building project timeline, and discuss subcommittees.
 - d. Next steps – revise fundraising documents; identify subcommittees; Phase I Environmental Site Assessment on former BMO bank building

Darcy's canine companion, Sia, helped with the Cyber Monday drawing

