

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, November 19, 2020

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:08 p.m. The meeting took place online via Zoom and was available to the public.

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

Dial by your location +1 312 626 6799 US (Chicago)

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

Compliance with the open meeting law was met.

Angie Whelan made a motion to approve the agenda, seconded by Dawn Schulte. Roll call vote. Motion carried.

Dawn Schulte made a motion to approve the minutes of the October 15, 2020 meeting, seconded by Angie Whelan. Roll call vote. Motion carried.

Karen Solyntjes made a motion to approve the minutes of the October 27th special meeting, seconded by Angie Whelan. Roll call vote. Motion carried.

Current Business

The board reviewed the financial report. \$750.00 in building project donations were deposited to the checking account. 83% of the budget year has lapsed, while 63.9% of the budget has been spent. A CD at Associated Bank will mature 12/01/2020. Sharon Hofmeister made a motion to approve the financial report, seconded by Dawn Schulte. Roll call vote. Motion carried.

The board audited the monthly expenditures. A donation of \$100 in memory of Don Gilbertson was submitted by Audrey Gilbertson. Angie Whelan made a motion to approve the expenditures, seconded by Dawn Schulte. Roll call vote. Motion carried.

The director's report was presented by Tiffany Meyer.

The EPL building has been open by appointment since October 1st. There were 372 doorside pickup appointments and approximately 62 library visit appointments. Due to an increase in Covid-19 cases in the local area, the library rolled back to curbside services on October 29th. The library continues to reach residents and patrons via Facebook Live story times, Grab and Go kits, school outreach, and community outreach, and online programs. Some programs are recorded and available to view at patron's convenience.

The crosswalk flags are in place at Chestnut St. & Main St. and Grant St. & Main St.

Inventory of the library collection was completed at the end of August. The location code for large print nonfiction books has changed, and stickers were added to these items. A location code was created for the Wisconsin collection.

Library personnel continue to participate in meetings with IFLS, Pierce County Public Health, MORE Operations, Pierce County Board, Village Finance Committee, conferences and trainings, as well as continuing education opportunities.

Friends of the Library has a meeting scheduled for December 3rd at 5:00 p.m.

On November 16th the Exec. Library Building Committee made a presentation with Ayres & Assoc. for the plans and costs for the library to move into the BMO bank building, along with

estimated timeline of future cost. The Village Finance, Purchasing, Building Committee will meet with an Ehlers representative to discuss loan options for the Village on November 23rd.

A motion was made by Karen Solyntjes to approve the director's report, seconded by Sharon Hofmeister. Roll call vote. Motion carried.

The EPL Wage and Benefit Committee will meet December 2nd to review wages and complete the yearly director evaluation.

New Business

CD maturing at Associated Bank 12/01/2020. Dawn Schulte made a motion for the treasurer, Curt Wandmacher, to reinvest the funds. Second made by Sharon Hofmeister, roll call vote. Motion carried.

Building project donations – A separate account will be set up for building project donations.

The 2021 calendar was presented with the dates the library will be closed for holidays. Angie Whelan made a motion to approve the 2021 dates as presented. Judy Perkins seconded the motion. Roll call vote. Motion Carried.

Snow removal – The EPL will not be hiring its own snow removal service.

Adjournment – Meeting adjourned at 4:54 p.m. Next meeting: Thursday, December 17, 2020 at 4:00 p.m.

Director's Report November 19, 2020

1. October Statistics:

- a. Total circulation: 2,467 (up from 2,292 September 2020)
- b. New patrons: 5
- c. New items: 170
- d. Public access computer sessions: 26
- e. Wireless sessions: 220
- f. E-materials checkouts: 752 (up from 677 Oct. 2019)
- g. Website visits: 2,433 (up from 1,256 Oct. 2019)
- h. Door count: 1,120 (about 38% of normal traffic)
- i. In-person appointments: 62
- j. Doorside pickup appointments: 372

The building was open by appointment for most of October, reflected in computer use and door count statistics. Due to an increase in Covid-19 activity level, the library rolled back to curbside services on Oct. 29.

2. Activities/Programs

- a. October/November

Facebook Live Story Times							
Date	Description	Reach	Engagements	Shares	Live Views	FB Views (as of Nov. 16, 2020)	YouTube Views
10/15/2020	Science & A Story: Sink/Float	403	10	1	4	139	7
10/16/2020	Science & A Story: Bubbles	147	7	1	4	61	3
10/22/2020	Runaway Pumpkins	83	6	0	4	39	2
10/23/2020	It's Pumpkin Time	124	8	1	4	48	0
10/29/2020	I'm a Little Scarecrow	93	0	0	-	29	0
10/30/2020	Scarecrow, Scarecrow	114	2	0	3	27	2
11/6/2020	Harvest	132	5	0	2	32	1
11/13/2020	Brown	87	6	0	4	32	1
	TOTALS	1183	44	3	25	407	16
	Averages	148	5.5	0.38	3.125	51	2
<i>**Story Times on Oct. 15 & 16 in conjunction with Wisconsin Science Festival</i>							

Grab & Go Kits				
09/01/2020 - 11/16/2020	Created	429	Taken	402
Origami Day Bookmark Kits	Created	25	Taken	23

School Outreach				
Scarecrow Coloring Sheets	62 returned	delivered to EES and St. Francis		
Climbing Spider Mini Crafts	made 800	delivered to EES and St. Francis School		

Community Outreach						
Scarecrow Contest	12 business entries	1 residential entry shared	3566 FB reaches	969 FB engagements	18 shares on FB	
Pop Up Storywalk in the School Forest 11/04/2020 to 11/13/2020			1 patron sent a photo of them using the story trail			

Colossal Fossils			
Date			
10/16/2020	First Life	0 from EPL	0
10/23/2020	Sea Monsters	0 from EPL	0
10/30/2020	Sky Monsters	0 from EPL	3
11/6/2020	Mammoth Hunters	0 from EPL	2
11/13/2020	Cave Art	0 from EPL	2

Other Programs				
Date	Description	Participants		
10/13/2020	Houdini As A Grandparent	6		not recorded
10/13/2020	PJ Storytime	0		not recorded
10/15/2020	Community Book Club	4		not recorded
10/30/2020	Teentober Collaborative Event	13	none from EPL	not recorded
11/10/2020	Charles Lindbergh	12		6
11/10/2020	PJ Storytime	9		not recorded

b. Upcoming

- i. Nov. 20 from 6-10 pm – Collaborative Teen Night (concert and photo contest)
- ii. Nov. 30 – Cyber Monday promotion on Facebook
- iii. Dec. 1 at 1 pm – Working for the Right to Vote: Wisconsin’s Role in the Women’s Suffrage Movement

3. Facilities/Equipment/Services

- a. Doorside pickup located in back hallway of library (cabinet did not work out)
- b. Johnson Lock & Key called to install lock on interior hallway door
- c. Plans in the works to participate in Holly Jolly Holiday Tour starting Dec. 1
- d. Crosswalk flags are finally in place! (Chestnut and Main, Grant and Main)

- e. Inventory of the collection was started mid-March and completed at the end of August. 25,419 items were scanned. Large print nonfiction – location code changed, LP sticker added; location code created for Wisconsin Collection; Paperback – location code changed to Romance; Reference – changed availability to Library Use Only.

4. Personnel & Volunteers

- a. Meetings: IFLS Director’s Check-In, Oct. 16 (Tiffany) Pierce County Public Health Public Library Check-In, Oct. 16 (Tiffany); Village budget meeting, Oct. 20 (Curt, Tiffany); IFLS Director’s Check-In, Oct. 23 (Tiffany); EPL staff meeting, Oct. 23 (all staff); IFLS Director’s Check-In, Oct. 30 (Tiffany); Pierce County Public Health Public Library Check-In, Oct. 30 (Tiffany); MORE Operations Committee, Nov. 5 (Laurie); Pierce County Board meeting, Nov 10 (Tiffany); Program Check-In, Nov. 12 (Caroline, Tiffany); EPL staff meeting, Nov. 12 (all staff); EPL Executive Building Committee, Nov. 12 (Judy, Curt, Caroline Tiffany); IFLS Director’s Check-In, Nov. 13 (Tiffany); Pierce County Public Health Public Library Check-In, Nov. 13 (Tiffany); Village Finance Committee, Nov. 16 (Curt, Judy, Tiffany, Caroline, Darcy); Caroline has been participating in most weekly check-ins for Youth Services and Adult Services.
- b. Training: YALSA Symposium, Nov. 6-8 (Caroline); Virtual WLA Conference, Nov. 11 (Tiffany); EPL staff continue to participate in continuing education as time allows.
- c. Highly recommend the Trustees Supporting Library Directors webinar series from IFLS!

5. Friends of the Library

- a. Nov. 5 meeting canceled due to lack of agenda items
- b. Next scheduled meeting – Dec. 3 at 5 p.m.

6. Building/Space Committee update

- a. Nov. 16 - The Exec. Library Building Committee made a presentation with Ayres & Assoc. for the plans and costs for the library to move into the BMO bank building, along with estimated timeline of future costs.
- b. Next step – The Village Finance, Purchasing, Building Committee will meet with an Ehlers representative to discuss loan options for the Village on Nov. 23.

Positive news! Nov. 5 Pierce County Journal; Nov. 14-15 Republican Eagle

