

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, February 18, 2021

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:48 p.m. The meeting took place virtually via Zoom and was available to the public.

Zoom Meeting - <https://02web.zoom.us/j/82165060921> Meeting ID: 821 6506 0921

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

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

Compliance with the open meeting law was met.

A motion was made by Sharon Hofmeister to approve the agenda, seconded by Dawn Schulte. Roll call vote, motion carried.

Dawn Schulte made a motion to approve the minutes of the January 20, 2021 meeting, seconded by Judy Perkins. Roll call vote, motion carried.

Current Business

Curt Wandmacher and Angie Bjork joined the meeting.

The board reviewed the financial report. Tiffany noted that she uses QuickBooks to keep accurate library accounts and there are discrepancies in what she reports at the month's end as the library fund balance and what is currently reported by the Village of Ellsworth. The Village entries are behind; the discrepancies are noted on the monthly financial report. At year end the accounts reconcile, but as a monthly running balance the two do not match. Tiffany will continue to keep the monthly records and at year end make sure they reconcile. There is currently close to \$89,000 in the savings account at Associated Bank for the building project. Tiffany will work with the bank on transaction fees that adversely affect the account, otherwise a different type of account will be set up. Revenues have been lighter than in a "normal" year. As a public service, the library is not charging for printing tax forms. Angie Whelan made a motion to approve the financial report, seconded by Angie Bjork. Roll call vote, motion carried.

The board audited the monthly expenditures. The library received the Act 420 reimbursements from Dunn and Pepin counties. Pierce and St. Croix funds are yet to be received. Other expenditures were reviewed. Curt Wandmacher made a motion to approve the monthly expenditures, seconded by Angie Whelan. Roll call vote, motion carried.

The director's report was presented by Tiffany Meyer. Total circulation was up from the previous month as well as the wireless sessions. The e-materials and website visits were up from January of last year and doorside pickup appointments were up from last month. On February 8th the library opened by appointment, 30 minutes per household and masks are required. Frozen February Fun is the winter reading program for all ages, 116 people are signed up for that. 60 people are signed up for the Mystery Quilt program. The Mystery Quilt Reveal Zoom event is scheduled for March 23rd, and will also be

available as a slideshow. The Friends of the Library group is planning a quilt auction. 134 Grab and Go kits have been taken and patrons sent photos of the projects. Caroline has been doing some interesting collaborative programs with other libraries such as trivia, and independent programs such as PJ Storytime and Facebook storytime. The Inga Witscher program was well attended (38 people Live) and many nice comments received; it was co-sponsored with the Pierce Pepin Chapter of Wisconsin Farmer's Union. February 23rd there will be an author event: Lauren Fox in Conversation with Georgia Hunter. Two other collaborative events include the Galentine's Day Party on February 27th and a 4-part Virtual Garden Series in March. Laurie has created experience kits for checkout; topics include cake decorating, crocheting, knitting, and juggling. Princh is due for a software update. Staff attended many meetings this month and training opportunities. Friends of the Library met February 4th and mailed out more than 200 letters for The Power of 100 Readers fundraiser. Building and Space Committee Updates -There is a possible tank beneath the BMO building. The Village Board decided to have the Village attorney and Village president work with the seller to extend the offer to buy the building, allowing time for the issue to be resolved. EPL Library director is sending weekly fundraising updates to the Library Board, Tony Birkel, and Limelight Social Media. The library website and Friends websites are updated weekly. Tiffany noted that Limelight has been doing a terrific job with The Friends of the Library social media posts and promotion. Next steps include Paul Bauer and Tiffany Meyer presenting at the February Chamber meeting; detailed biddings/construction drawings can be started once minimum fundraising is completed. The building committee will meet again March 8th at 6:30 pm. Angie Whelan made a motion to accept the director's report, seconded by Dawn Schulte. Roll call vote, motion carried.

Update on snow removal at the library for the sidewalks and steps. There has been some interest from the Facebook post, but not any commitment. One person filled out the application. A nearby business might have someone who shovels for them who would be interested. Tiffany recommends hiring a snow removal company for next year.

Update on online fundraising – First Data made a change in the recommendation for us, using a different app. It is not exactly what is needed. The donate button does not go to a next step that is clear. It does not look official and affiliated with the library. She is looking for something that will also work with mobile devices. Tiffany noted that Laurie Braun did a great job getting the building campaign pages on the website and the online donation feature. A savings account is set up for the donations, but there are service fees coming out regularly. A foundational checking account might be a better option.

New Business

Wages and benefits were revisited from last month and a lengthy discussion took place. In December it was decided a 2.5 percent raise would be given to all EPL employees. This still leaves the EPL employee's wages lower than the staff in libraries in communities of similar size. The wage step system in place is not keeping up with the wages paid by other libraries. Some board members expressed that they feel the timing of an increase is not ideal. Angie Whelan made a motion to give a fifty cent raise to part-time library staff in addition to the 2.5% approved in December, retroactive to the beginning of 2021; seconded by Karen Solyntjes. Roll call vote. Voting yes were Karen Solyntjes, Angie Whelan, Curt Wandmacher, Judy Perkins; voting no were Dawn Schulte and Sharon Hofmeister, Angie Bjork was not available for the vote. Motion carried. Regarding full time staff, a motion was made by Angie Whelan to increase the full-time position by one dollar per hour in addition to the 2.5% approved in December and

retroactive to January 1, 2021, seconded by Judy Perkins. Roll call vote. Voting yes were Karen Solyntjes, Angie Whelan, Curt Wandmacher, and Judy Perkins. Voting no were Dawn Schulte and Sharon Hofmeister. Motion carried.

At this point in the meeting, Curt and Angie Bjork were no longer in attendance at the virtual meeting. Discussion and action regarding an increase in cell phone reimbursement for Tiffany. It was noted that the Village of Ellsworth acted to increase cell phone reimbursement for employees with that benefit. Dawn Schulte made a motion to increase the monthly cell phone reimbursement by ten dollars per month; seconded by Angie Whelan. Roll call vote, motion carried.

Approval of the 2021 budget. Dawn Schulte made a motion to approve the 2021 budget, carrying forward the \$10,000 unspent for technology in 2020 and placing \$28,973 in the Village held account for the library building project. Sharon Hofmeister seconded the motion. Roll call vote, motion carried.

Tiffany provided the 2020 Annual Report that will be provided to the state. Sharon Hofmeister made a motion to approve the 2020 Annual Report, seconded by Angie Whelan. Roll call vote, motion carried.

Tiffany provided the Inclusive Services Statement from the Division of Libraries and Technology. Board members are to read and understand the document. The goal for the EPL will be to work toward visibly incorporating inclusive services into all library services for full diversity.

Presentation of Library Board and Friends of the Library roles and relationship – The groups work well together; Tiffany is providing the document to create awareness and provide a guide to identify roles in working effectively together.

Adjournment – Meeting adjourned at 6:32 p.m. Next meeting: Thursday, March 18, 2021 at 4:45 p.m.

Director's Report February 18, 2021

1. January Statistics:

- a. Total circulation: 2,574 (up from 2,267 Dec. 2020)
- b. New patrons: 2
- c. New items: 161
- d. Public access computer sessions: 1
- e. Wireless sessions: 263 (up from 239 Dec. 2020)
- f. E-materials checkouts: 880 (up from 720 Jan. 2020)
- g. Website visits: 2,002 (up from 1,661 Jan. 2020)
- h. Door count: 4
- i. In-person appointments: 4
- j. Doorside pickup appointments: 521 (up from 423 Dec. 2020)

The library had been limited to doorside services since Oct. 29, 2020, with the exception of opening by appointment briefly on Jan. 21. The library reopened by appointment on Feb. 8 when the Covid-19 activity level appeared to be trending downward more consistently.

2. Activities/Programs

- a. January/February

Frozen February Fun: 116 people have registered on Beanstack and/or have taken paper logs
 Mystery Quilt: 60 people have signed up
 Grab & Go kits: 134 taken between 1/18/21-2/15/21

Other Programs				
Date	Description		Participants	
1/21/2021	Community Book Club		7	
1/28/2021	Trivia Night	collab with other IFLS libraries	16	
2/8/2021	Virtual School Parent Discussion Group	IFLS event - St. Croix Falls hosted	0	
02/09/2021	PJ Storytime		8	
02/12/2021	Virtual Teen Chinese New Year	collab with other IFLS libraries	17	0 from EPL
2/13/2021	Inga Witscher Midwinter Smorgasbord	in partnership with Pierce-Pepin Chapter of WI Farmer's Union	38	5 YouTube Views so far

"Thanks for hosting a fun session with Inga. She's a delightful personality, and shared some great tips with your audience."

"I certainly enjoyed the Inga Witscher webinar! So fun to sit in my kitchen and see the beautiful food and a gracious cook/host! Thank you"

Facebook Live Story Times						
Date	Description	Reach	Engagements	Live Views	FB Views (as of Feb 15, 2021)	YouTube Views
1/22/2021	Squirrels	101	8	9	57	2
1/29/2021	White	88	1	2	56	0
2/5/2021	Shadows	119	6	7	65	5
2/12/2021	Owls	128	4	3	78	1
	TOTALS	436	19	21	256	8
	Averages	109	4.75	5.25	64	2

Grab & Go kit photo shares...



b. Upcoming

- i. Feb. 23 – Wisconsin Libraries Night Out Author Event: Lauren Fox in Conversation with Georgia Hunter at 6 p.m.
- ii. Feb. 27 – Galentine’s Day Party from 1-3 p.m.
- iii. March 8, 15, 22, 29 – Virtual Gardening Series at 6:30 p.m.
- iv. March 11 – Virtual Trivia Night at 7 p.m.
- v. March 23 – Mystery Quilt Reveal at 6:30 p.m.

3. Facilities/Equipment/Services

- a. Experience Kits available for checkout: cake decorating, crocheting, juggling, knitting
- b. Tools for Princh software update have been downloaded
- c. Opened by appointment Feb. 8, one household per 30 minutes, mask required over age 2

4. Personnel & Volunteers

- a. Meetings: Pierce County Public Health Check-In, Jan. 29 (Tiffany); Village Board meeting, Feb. 1 (Curt, Tiffany); Chamber Annual Business meeting, Feb. 4 (Tiffany); Asst. Librarian meeting, Feb. 4 (Darcy, Laurie, Tiffany); Pierce County Library Director meeting, Feb. 5 (Tiffany); MORE Operations committee, Feb. 8 (Laurie); Village Finance meeting, Feb. 11 (Curt, Tiffany); Chamber Kickstarter, Feb. 12 (Tiffany); Pierce

- County Public Health Check-In, Feb. 12 (Tiffany); SCV Job Center quarterly meeting, Feb. 15 (Tiffany); Healthier Together small group, Feb. 16 (Caroline); Healthier Together large group, Feb. 17 (Caroline); EPL staff meeting, Feb. 18 (all staff); Youth Services and Adult Services check-ins (Caroline); informal fundraising meetings (Tiffany)
- b. Training: Wild Wisconsin Winter Web Conference, Jan. 27-28 (all staff); Project READY, ongoing (Caroline); staff continue to participate in other continuing education opportunities as time allows
5. Friends of the Library
- a. Met Feb. 4 for monthly meeting; mailed out 200+ Power of 100 Readers letters
 - b. Next scheduled meeting – Feb. 18 at 5 p.m.
6. Building/Space Committee update
- a. Survey and Phase I Environmental Assessment completed on BMO Harris Bank building.
 - b. Village Board met in closed session Feb. 16 to discuss assessment findings and purchase of BMO Harris Bank building.
 - c. A motion was made and seconded to have the Village attorney and president work with the seller to extend the offer to buy until 7/1. The seller has until then to locate, and remove the fuel tank. Also to restore the property.
 - d. Library director is sending weekly fundraising updates to the Library Board, Tony Birkel, Limelight Social Media; weekly updates to EPL and Friends websites.
 - e. Next steps – Paul Bauer and Tiffany Meyer are scheduled to present at the Feb. 25 Chamber meeting; detailed bidding/construction drawings can be started once minimum fundraising is completed.
 - f. Next scheduled meeting – March 8 at 6:30 p.m. (Q&A)

