

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011  
Thursday, January 21, 2021

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

Compliance with the open meeting law was met.

A motion was made by Angie B. to approve the agenda, seconded by Sharon. Roll call vote; motion carried.

Sharon made a motion to approve the minutes of the December 17th, 2020 meeting, seconded by Angie Whelan. Roll call vote; motion carried.

#### Current Business

The board reviewed the financial report. Tiffany noted the total spent to date is not accurate as the Village is behind in their reporting. Curt made a motion to approve the financial report, seconded by Dawn. Roll call vote; motion carried.

The board audited the monthly expenditures. Again, it was noted the numbers are not quite accurate due to the Village's delay. Some areas of income may remain low this year due to COVID. Large expenditures for IFLS always occur this time of year as was noted in the report. As a point of interest, Tiffany showed the cost of Owl Pellets for an upcoming program with the International Owl Center. Other expenditures were reviewed. Dawn made a motion to approve the expenditures, seconded by Curt. Roll call vote; motion carried.

The director's report was presented by Tiffany Meyer. 57 people are currently signed up for the Mystery Quilt. The Midwinter Smorgasbord was rescheduled from last spring, it will be a virtual event. Tiffany is looking into what it needed to become a VITA tax center in the future. The Friends of the Library Group hired Limelight Social Media for fundraising for the building project. Sharon made a motion to approve the Director's Report, seconded by Angie B. Roll call vote; motion carried.

An update on the Library Building Project. As seen in the Director's report, an additional savings account has been set up at Associated Bank for donations. Online donations made will also be put into that account.

Update on snow shoveling. The village received an email of interest, but the person has not filled out an application. It was discussed what the board's responsibility is for building maintenance per state statutes. The board decided they will recommend taking action to find someone to shovel. Tiffany will post on Facebook and also ask the Friends of the Library to post. She will post on the library page, as well as help wanted and other community pages. It was also suggested to check with the business

owners in the area to see if any of them would be interested in the work. The pay for this position thru the Village is \$13.82/hr. Curt made a motion to hire someone to shovel for \$15/hr. Judy seconded the motion. Roll call vote; motion carried.

#### New Business

Review and approval of Ayres Associates invoice covering the drafting of images to be used in fundraising materials. Dawn made a motion to pay Ayres Associates invoice for \$3676.94, seconded by Sharon. Roll call vote; motion carried.

Discussion and approval of paying FirstData to provide merchant services through Associated Bank to set up a webpage for online donations that will look like a library website page. The cost of \$150 dollars to set up and \$9.99/month as well as additional small percentage and \$.10 per transaction fees. An annual fee of \$120 as long as the service is in use. If we sign up now, we will receive a \$500 sign on bonus after 90 days. Angie W. made a motion to approve the merchant services through FirstData, seconded by Sharon. Roll call vote; motion carried.

The Library Long Range Plan covering 2017-2020 has expired. It was advised by John Thompson to hold off on a new plan until the building project is complete.

Discussion and approval vacation discrepancies for Tiffany and Caroline. They did not receive a week of vacation each in 2020 that was earned. Both agreed it was ok to roll over the week of vacation into 2021. Dawn made a motion to approve an additional 30 hours of vacation to Caroline and 40 hours to Tiffany in 2021, seconded by Sharon. Roll call vote. Motion carried.

Tiffany presented her Annual Goals and Objectives to the board prior to the board going into closed session to do the Director evaluation. Curt made a motion to go into closed session, Dawn seconded. Roll call vote. Motion Carried. The meeting was moved to closed session.

After returning from closed session, Curt made a motion to keep director and staff raises at the 2.5% cost of living increase previously approved, Angie B. seconded. Roll call vote. Motion carried.

It was discussed and approved to move meeting time to 4:45PM, still on the 3rd Thursday of the month. Dawn made a motion to move the meeting time to 4:45PM, seconded by Angie B. Roll call vote. Motion carried.

Adjournment – Meeting adjourned at 5:37 p.m. Next meeting: Thursday, February 18th, 2021 at 4:45 p.m.

## Director's Report January 21, 2021

### 1. December Statistics:

- a. Total circulation: 2,267
- b. New patrons: 2
- c. New items: 172
- d. Public access computer sessions: 0
- e. Wireless sessions: 239
- f. E-materials checkouts: 711 (up from 589 Dec. 2019)
- g. Website visits: 1,658 (up from 1,103 Dec. 2019)
- h. Door count: 0 (staff only)
- i. In-person appointments: 0
- j. Doorside pickup appointments: 423

Due to an increase in Covid-19 activity level, the library rolled back to curbside services on Oct. 29. Covid-19 cases spiked the weeks of Nov. 14 and Dec. 5, and again the week of Jan. 9. The activity level is now decreasing.

### 2. Activities/Programs

- a. December/January

Facebook Live Story Times						
Date	Description	Reach	Engagements	Live Views	FB Views (as of Jan. 18, 2021)	YouTube Views
12/18/2020	Winter Solstice	116	2	3	8	5
1/8/2021	Snowpeople	101	4	3	5	3
1/15/2021	Winter Hats	99	4	4	8	3
	<b>TOTALS</b>	<b>316</b>	<b>10</b>	<b>10</b>	<b>21</b>	<b>11</b>

Colossal Fossils			
Date			
12/11/2020	Primitive Fishing	1 family from EPL registered	9
12/18/2020	Ice Age Clothing	1 family from EPL registered	6
1/8/2021	Cordage*	1 family (2 attendees)	4

*\*Comment in chat: "This was really fun!"*

Read into the New Year community reading challenge (Dec. 20-Jan. 2): 11 readers; 5482 minutes read

Mystery Quilt: 57 people have signed up so far

Grab & Go kits: 165 distributed since Dec. 1, 2020

Other Programs				
Date	Description		Participants	
12/17/2020	Community Book Club		5	
12/18/2020	Virtual Teen Craft Night	collab with other IFLS libraries	total 16	EPL 1
1/2/2021	Self-Care Saturday Spa Event	collab with other IFLS libraries	total 25	EPL 7
1/11/2021	Virtual School Parent Discussion Group	IFLS event - Ellsworth hosted	0 (2 registered)	
1/12/2021	PJ Storytime		1 family (4 individuals)	
1/15/2021	Virtual Teen Game Night	collab with other IFLS libraries	total 19	EPL 1

b. Upcoming

- i. Jan. 28 – Adult Trivia Night at 6:30 p.m.
- ii. Frozen February Fun winter reading program – Feb. 1-28
- iii. Together We Read (Overdrive and Libby) – Feb. 10-24
- iv. Feb. 12 – Virtual Chinese New Year Teen Event from 7-9 p.m.
- v. Feb. 13 – Midwinter Smorgasbord with Inga Witscher at 10 a.m.
- vi. Feb. 16 – Build an Owl with International Owl Center at 4 p.m.
- vii. Feb. 18 – Community Book Club with author Kate Quinn at 7 p.m.
- viii. March 23 – Mystery Quilt Reveal  
(Clues released on Mondays through Feb. 15)

3. Facilities/Equipment/Services

MORE's Year in Review (accomplishments of all MORE libraries in 2020)

- Launched a new public-facing online catalog
- Made ebooks and other electronic content available to users without interruption, with the help of an ecard registration option
- Developed new service models to continue getting materials to patrons
- Figured out a materials quarantine system
- Prepared for a centralized cataloging service
- Cleaned up a lot of records

4. Personnel & Volunteers

- a. Meetings: IFLS Director's Check-In, Dec. 18 (Tiffany); Pierce County Board meeting, Dec. 22 (Tiffany); Pierce County Public Health Check-In, Dec. 23 (Tiffany); Village Board meeting, Jan. 4 (Curt, Tiffany); Asst. Librarian meeting, Jan. 7 (Darcy, Laurie, Tiffany); Pierce County Public Health Public Check-In, Jan. 8 (Tiffany); Program Check-In, Jan. 12 (Caroline, Tiffany); VITA Center informational call, Jan. 13 (Tiffany); staff meeting, Jan. 14 (all staff); MORE Director's Council, Jan. 15 (Tiffany); VITA Center

- follow-up call, Jan. 15 (Tiffany); grantwriting meeting, Jan. 19 (Tiffany); Caroline has been participating in most weekly check-ins for Youth Services and Adult Services.
- b. Training: The Power of Story, Dec. 18 (Tiffany); staff continue to participate in continuing education as time allows
5. Friends of the Library
    - a. Met Jan. 7 for presentation from Paul Bauer and Tony and Roxy Birkel re: building project and fundraising; hired Limelight to manage their social media for one year; moving forward with Power of 100 Readers fundraising campaign
    - b. Next scheduled meeting – Feb. 4 at 5 p.m.
  6. Building/Space Committee update
    - a. Ayres Associates created layout for library space in former BMO building and fundraising documents were revised.
    - b. The Village has signed a real estate agreement for the former BMO bank building and is moving forward with a Phase I Environmental Site Assessment.
    - c. Paul Bauer and Tony and Roxy Birkel presented to the Friends in January re: fundraising.
    - d. Tony Birkel is working on the private phase of fundraising; Roxy Birkel and Sharon Schulze are working on grantwriting; the Friends group is doing a Power of 100 Readers fundraising campaign in February and is discussing other options.
    - e. Next steps – Paul Bauer and Tiffany Meyer are scheduled to present at the February Chamber meeting; detailed bidding/construction drawings can be started once minimum fundraising is completed.
    - f. Next scheduled meeting - TBD

