

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

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

Compliance with the open meeting law was met.

A motion was made by Sharon Hofmeister to approve the agenda as presented, seconded by Dawn Schulte. Motion carried.

Dawn Schulte made a motion to approve the minutes of the February 18, 2021 meeting, seconded by Angie Whelan. Motion carried.

Current Business

The board reviewed the financial report. The Village Fund Balance is listed as \$264,561.53 (current according to the library accounting. The director's bookkeeping shows 15.8% of the budget has been spent and 16.67% of the fiscal year has lapsed. Not much revenue for the month. Tiffany noted that last year the Building Fund Investment Money Market account should have had funds transferred out of it to pay invoices from Ayres and Associates, approximately \$16,000. The invoices were approved for payment by the library board last year and the invoices were paid, but the funds were never transferred out of the account by the Village. This will be discussed further during the next item on the agenda – Monthly Expenditures. Angie Whelan made a motion to approve the financial report, seconded by Judy Perkins. Motion carried.

Curt Wandmacher joined the meeting.

The board audited the monthly expenditures. Tiffany explained that the Village administrator is asking the Library Board to take an additional step when approving payment of invoices to be paid from the Building Fund Investment Money Market account. The board should not only approve the payment of invoices to be paid with funds from the Building Fund Investment Money Market account, but also specifically approve the transfer of the funds from that account to the Village to use for the payment.

- Expenditures are listed, the Act 150 funding was received from Pierce County, Act 420 funding from St. Croix County, fees & copies revenue, reimbursement funds for the Inga Witscher program were received from the sponsor, Pepin County Farmers Union.
- This month the employee benefits line item is higher due to retroactive benefits paid, also the wages & salaries line item is higher due to retroactive wages paid.
- Sharon Hofmeister made a motion to transfer \$11,040.46 to the Village of Ellsworth from the EPL Building Fund Investment Money Market account at Associated Bank for use in paying the Ayres invoices from 2020. Second by Angie Whelan. Motion carried.
- Curt Wandmacher made a motion to approve payment of \$5000 in Earnest Money to Pierce County Abstract and Title Company, and \$125.00 for the title (including Phase 1 Environmental Site Assessment search and responses); the money to be transferred to the Village of Ellsworth from the Building Fund

Investment Money Market account at Associated Bank. Sharon Hofmeister seconded the motion. Motion carried.

- Angie Whelan made a motion to approve the monthly expenditures, seconded by Judy Perkins. Motion carried.

The director's report was presented by Tiffany Meyer. There was a very good turnout for this month's Build An Owl program with the International Owl Center, the Community Book Club, and PJ Storytime with Ugly Dog Therapy. Coming up, Mystery Quilt Reveal next week and National Library Week in April, Adulting 101 for Teens, and a Gardening series. Information was added to the website regarding accommodations for those with disabilities and how to request those accommodations. The Friends of the Library met twice in February. Their fundraising efforts have been very successful. Their quilt auction is coming up. There are 45 items donated. That will go live next Wednesday. Their next meeting is scheduled for April 8th at 4:30 pm.

Building/Space Committee update – Tiffany, Caroline, and Paul Bauer presented at the February Chamber meeting. The Village Board met March 5th for an emergency closed session regarding the building purchase. A purchase agreement was accepted with \$100,000 reduction in purchase price. The Building/Space Committee met March 8th for a full committee meeting. The BMO closing date is set for March 23, 2021.

Dawn Schulte made a motion to accept the director's report, seconded by Sharon Hofmeister. Motion carried.

New Business

Discussion and action regarding Ayres Invoice #191157 – MEP Associates, LLC (Mechanical, Electrical, Plumbing) fees for BMO Assessment. Karen Solyntjes made a motion to approve payment of \$5126.92 to Ayres and transfer the funds for this payment from EPL Building Fund Investment Money Market account at Associated Bank to the Village of Ellsworth to cover the payment. Sharon Hofmeister seconded the motion. Motion carried.

Review and approval of 2020 ACT 150/420 requests for payment in 2022. It was noted that although circulation was lower during 2020, cost per circulation was higher. Angie Whelan made a motion to approve the 2020 ACT 150 and ACT 420 requests, seconded by Curt Wandmacher. Motion carried.

The treasurer position on the Ellsworth Public Library Board will need to be filled in May.

Discussion and action to approve transfer of restricted library funds in Village-held money market accounts at Association Bank for the purchase of property at 388 W. Main St., Ellsworth, WI (former BMO Harris Bank). Angie Whelan made a motion to approve transfer of \$320,000 plus closing costs and legal fees to the Village of Ellsworth for the purchase of the property at 388 W. Main St., Ellsworth, WI. The transfer includes all the funds in the ACT 150 Money Market Account at Associated Bank and the balance of the purchase cost will be transferred from the Building Fund Investment Money Market Account at Associated Bank, seconded by Judy Perkins. Motion carried.

Discussion and action to commit an additional \$100,000 from restricted funds toward the library renovation project at 388 W. Main Street and communicate the action to the Village. It was noted that now, and in the future, a plan will be needed to continue with renovations and updates. Fundraising will continue after the building is purchased. The public has been very receptive to the project. Sharon Hofmeister made a motion to have the EPL present the figures \$225,000 in donated funds and \$125,000 from other available library funds to the Village Board as the \$350,000 meeting the EPL goal toward the renovation; the Village can then move forward with the loan (\$500,000) for the building project, seconded by Angie Whelan. Motion carried.

Discussion and action re: Thank you letters for building campaign donors – The EPL Board will be sending thank you notes to all 175 donors. Tiffany will have them designed and printed with the library logo; extras printed for future donations. The board members will sign them.

Temporary Card Policy – This is for individuals who do not have proof of address established yet but have identification. The temporary card limits privileges but allows for some materials to be checked out. Sharon Hofmeister made a motion to amend the EPL policy to allow for a Temporary Card Policy, seconded by Dawn Schulte. Motion carried.

Discussion and possible action regarding changes to EPL policy ID requirements for library card registration – Angie Whelan made a motion to add a new list of acceptable forms of ID for standard library card registration to the EPL policy, seconded by Judy Perkins. Motion carried.

Discussion and action regarding changes to EPL policy for out-of-state residents – This will be tabled until the April meeting. Historically, there has been a \$25 annual fee for out-of-state residents to obtain a library card. Tiffany will gather more information about what other area libraries are doing and libraries in other states. A possible change would allow residents from other states, who work in Pierce County, to obtain a free library card.

Adjournment – Meeting adjourned at 6:04 p.m. Next meeting: Thursday, April 15, 2021 at 4:45 p.m.

Ellsworth Public Library

Director's Report

March 18, 2021

1. February Statistics:

- a. Total circulation: 2,767 (up from 2,574 Jan. 2021)
- b. New patrons: 5
- c. New items: 125
- d. Public access computer sessions: 23
- e. Wireless sessions: 242
- f. E-materials checkouts: 835 (up from 683 Feb. 2020)
- g. Website visits: 3,506 (up from 1,104 Feb. 2020)
- h. In-person appointments: 63
- i. Doorside pickup appointments: 420

The library reopened by appointment on Feb. 8 when the Covid-19 activity level appeared to be trending downward more consistently, and remains open by appointment at the time this report was created.

2. Activities/Programs

- a. February/March

Frozen February Fun readers: 39 kids, 7 teens, and 18 adults actively participated

Frozen February Fun make & takes: 13 teens and adults registered

Mystery Quilt: 60 people have signed up, 28 have submitted photos for the reveal as of 3/15/21

Grab & Go kits: 96 taken between 2/16/21-3/11/21

Facebook Live Story Times						
Date	Description	Reach	Engagements	Live Views	FB Views (as of Mar 15, 2021)	YouTube Views
2/19/2021	Red	123	5	2	68	1
2/26/2021	Northern Lights	115	5	2	51	1
3/5/2021	Pandas	77	1	0	38	3
3/12/2021	Music	65	8	2	26	0
	TOTALS	380	19	6	183	5

Other Programs					
Date	Description		Participants		as of March 15
2/16/2021	Build an Owl Program w International Owl Center		27		not recorded
2/18/2021	Community Book Club w Author Kate Quinn		8		not recorded
2/27/2021	Galentine's Day Event	collaborative	30 attended	4 connected with EPL	not recorded
3/1/2021	Gardening Series/Planning	collaborative	19 LIVE		129 views on YouTube
3/8/2021	Gardening Series/Seeds	collaborative	40 LIVE		116 views on YouTube
3/9/2021	PJ Storytime w Ugly Dog Therapy		5		
3/11/2021	Trivia Night	collaborative	12		

International Owl Center program photo shares...



b. Upcoming

- i. March 23 – Mystery Quilt Reveal at 6:30 p.m.
- ii. April 4-10 – National Library Week scavenger hunt
- iii. April 9 – Adulthood 101 for Teens from 7-9 p.m.
- iv. Gardening series continues on Mondays at 6:30 p.m. through April 19

3. Facilities/Equipment/Services

- a. Quarantine time reduced to 24 hours for all incoming materials
- b. Information added to website about accommodations for those with disabilities and how to request accommodation (on Services and Programs pages)

4. Personnel & Volunteers

- a. Meetings: E3 CDC, Feb. 19 (Tiffany); Community Organizing Coalition, Feb. 22 (Tiffany); Chamber, Feb. 25 (Tiffany, Caroline, Darcy); IFLS Directors, Feb. 26 (Tiffany); Pierce County Library Directors, Feb. 26 (Tiffany); Village Board, March 1 (Curt, Tiffany, Crystal); Asst. Librarians, March 4 (Darcy, Laurie, Tiffany); Friends, March 4 (Tiffany); Pierce County library directors, March 5 (Tiffany); EPL staff, March 11 (all staff); Chamber Kickstarter, March 12 (Tiffany); Pierce County Public Health, March 12 (Tiffany); Youth Services and Adult Services check-ins (Caroline); informal fundraising meetings (Tiffany)
- b. Training: staff continue to participate in other continuing education opportunities as time allows

5. Friends of the Library

- a. Met Feb. 18 for special meeting – fundraising discussion
- b. Met March 4 for monthly meeting – fundraising updates, mailing of thank you letters and second round of Power of 100 Readers letters
- c. Next scheduled meeting – April 8 at 4:30 p.m.

6. Building/Space Committee update

- a. Presentation at Feb. 25 Chamber member meeting (Tiffany, Caroline, Paul Bauer)
- b. Village Board met March 5 for emergency closed session re: building purchase – agreement reached with \$100,000 reduction in purchase price
- c. Building/Space Committee met March 8 for full committee meeting – updates on building purchase, fundraising and grants
- d. BMO closing date set for March 23
- e. Next scheduled meeting – TBD