

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011  
Wednesday, August 25th 2021

Called to Order: 5:15PM

Board Members Present: Sharon Hofmeister, Judy Perkins, Dawn Schulte, Karen Solyntjes, Angie Bjork, Angie Whelan, Mindy Anderson

Others Present: Jodi Nelson from Ayres, Tiffany Meyer (Director), John Thompson (IFLS), Bobbie Sawyers (Friends of the Library)

Quorum Established

Motion to Approve August Agenda: 1st Sharon, 2nd Angie B. Motion carried.

Motion to Approve July Minutes: 1st Dawn, 2nd Karen. Motion carried.

### Current Business

+Monthly Expenditures: Some income from Sustainable Shelves. Some funds also came in from vaccination outreach. Wages and benefits categories have increased due to approval of wage increases. Sharon motioned to approve, Mindy seconded. Motion carried.

+Financial Report: Village finally heard back from auditors and numbers of spent budgets are much closer now. We are currently under budget. Judy made a motion to approve, seconded by Angie B. Motion carried.

+Director's Report: Circulation up from last year. Building still open, but masks are required. Only participating in St. Francis Open House this year due to uncertainty with COVID. Three people are being interviewed this Friday for open positions. Motion to approve by Angie B., seconded by Judy. Motion carried.

+School Representative Report: School has begun. Lower attendance at Middle School and High school for optional days. Day of service coming up on September 28th. Rain date is the 29th.

+Village Representative Report: WEDC grant needs to be used. Will use it to prepare the old library for sale. A presentation about Design Ellsworth was given. Discussion about new housing, contents of new library building, and change order procedure.

+Friends of the Library Report: The gala was discussed, how many VIP tables and what kinds of prizes for drawings. Discussed speakers and short videos online. Spoke about where to get a sound system and screens. The committee had a tasting and decided to go with River Valley Catering. Entree will be a chicken dinner and also to have a vegan option. No alternative location if building is under construction. Possible pick-up/to go option if COVID interrupts in-person gala.

+Update on Contents left in 388 W Main Street: Jeff Hines from Hines Auction will charge buyer fee and tax and will donate his time for the auction of items. He will come in and take photos for the auction and the buyer will remove the contents they purchased themselves. No date has been set. Motion to approve Hines Auction handling the sale and removal of items made by Mindy, seconded by Karen. Motion carried.

+Update on Security System at 388 W Main Street building: Tiffany passed along the information from Stanley Security to Colin James at Salas O'Brien.

### New Business

+Discussion and Approval of Remodel Drawings and Specifications from Ayres Associates: Jodi noted several updates and changes on the building plans. Looked at the proposed scope of work/budget. Budget has increased approx \$260,000 from the original plans due to more remodel in the office areas, mechanical, rerouting of duct work, etc. We are no longer working on a "light" remodel, but somewhere between the light remodel and a heavy remodel. Also taking into account rising prices for HVAC, plumbing, and electrical. Fire alarm system is not currently included. Sharon made a motion to approve the building plans as presented by Ayres. Dawn seconded. Motion passed.

+Review and Approval of Change Order Process, Payment Process, and Bid Process as Submitted by the Building Committee: Paul presented a payment process that includes the flow of approval from the building committee, to the finance committee, to the library board, to the village board. Tiffany suggested possibly removing some of the middle approval steps to keep the process flowing and making sure payments are being made in a timely fashion. It was discussed that the building committee does not need to approve any payments. The library board would only need to approve payments if monies from donated funds needed to be released to village held accounts for use as needed. John suggested that there should be a separate line in the village held expenditure accounts specific to the library building project. Mindy will speak to Nicole about adding that to the agenda. Motion was made by Sharon and seconded by Angie B. that Jodi will send application for payments from contractors over to Nicole who will add them to the Finance Committee agenda. The Village Finance and Building Committee would be the only entity to give final approval for payment and then it goes to title. Motion carried. Angie B. made a motion to allow unforeseen changes during construction be handled by Tiffany and John and will not require additional approval. Seconded by Karen. Motion Passed. Bids will be released on September 14th and they will need to be back by September 30th, bid opening date at Village Hall. A motion was made by Karen that if the bids come back favorable, the Village Board will approve the bids. Seconded by Dawn. Motion carried. If they do not come back favorable, the process would return to the Library Building Committee to determine next steps.

+Motion to approve the payment of the Ayres invoice 193617 and to have the monies drawn from the Village-held library account funds. Mindy made the motion, Angie B seconded. Motion carried.

+Tiffany requested to incorporate the long range plan for the library into the Village comprehensive plan. The board requested more information about the timeline.

+Review of 2022 Preliminary Ellsworth Public Library Budget Draft: Tiffany met with Nicole to have an initial budget discussion. They will revisit in mid-September and Nicole asked to consider big ticket items at this time. Tiffany would like help with the budget this year due to the large changes coming up. Sharon volunteered to help and also suggested bringing John into the discussion.

+Discussion and Approval of Payment of Utility Bills for New Building: Bills were not included in the current budget. They are high. Current utility expenses \$3250.85. All bills seem in line with what was reported from the previous building owner. Angie W. made a motion to approve paying for these out of the library's operational budget under utility expenditures for 2021. Sharon seconded. Motion carried.

Adjourn

# Ellsworth Public Library

## Director's Report

### August 25, 2021

#### 1. July Statistics:

- a. Total circulation: 4,894 (up from 1,974 July 2020)
- b. New patrons: 21 (up from 1 July 2020)
- c. New items: 157 (down from 195 July 2020)
- d. Public access computer sessions: 75 (up from 0 July 2020)
- e. Wireless sessions: 368 (up from 194 July 2020)
- f. E-materials checkouts: 835 (down from 884 July 2020)
- g. Website visits: 1,715 (down from 2,112 July 2020)
- h. Doorside pickup appointments: 1 (down from 106 June 2021)
- i. Door count: 1,956 (up from 0 July 2020)

\*Covid-19 transmission levels have moved to a substantial/high level, but the building remains open. Masks are required as of Aug. 16.

#### 2. Activities/Programs

##### a. July/August (title, date, attendance):

PM Storytime: Ugly Dog	7/13	4	Storytime: Animal Parade	7/30	27
Poolside Storytime	7/15	5	Lazy P Llama Ranch	7/31	13
Patchouli & Terra G.	7/15	176	Storytime Harvest Event	8/4	8
Storytime: Food Pantry	7/16	17	Poolside Storytime	8/5	5
LEGO in the Park	7/20	18	Storytime: Goats	8/6	25
Sustainable Safari	7/21	159	SLP Reading Celebration	8/6	27
Poolside Storytime	7/22	11	Pierce Pepin Kickoff	8/7	92
Comm. Book Club	7/22	6	PM Storytime: Reptiles	8/10	9
Storytime: Llamas	7/23	33	Poolside Storytime	8/12	closed
Art in the Park	7/24	4	Storytime: Butterflies	8/13	20
Poolside Storytime	7/29	4	LEGO in the Park	8/17	10

##### Summer Library Program:

43 adults registered and read 46,149 minutes  
 15 teens registered and read 22,475 minutes  
 75 kids registered and read 5,155 books

##### Outdoor DIY Activities:

East End Storywalk, Brick Book Scavenger Hunt, and Pop-Up Storywalk in Cairns Woods have all been used and enjoyed!

##### b. Upcoming

- i. Aug. 26 – Community Book Club; outreach at St. Francis open house
- ii. Aug. 28 – Harvest Morning in the Garden at Grow to Share in River Falls
- iii. Morning Book Club and Tuesday Club library programs will resume in the senior center in September

#### 3. Facilities/Equipment/Services\*

- a. Freeding app update Aug. 24 should make sign-in process less cumbersome.
- b. Sierra and server upgrade scheduled for Sep. 7 will cause interruption of services.

4. Personnel & Volunteers

- a. Meetings: MORE Director's Council, July 16 (Tiffany); Library Finish Review, July 21 (all staff, Mindy); Chamber, July 22 (Tiffany); Village Board, Aug. 2 (Judy, Angie W., Tiffany); Furnishing meeting, Aug. 3 (all staff, Mindy); Friends, Aug. 9 (Tiffany); Building Committee, Aug. 9 (Judy, Sharon, Tiffany); Logo Redesign, Aug. 12 (Mindy, all staff); Owner Review, Aug. 17 (Judy, Mindy, Tiffany); the director has also had various short meetings related to building project and fundraising; Caroline has been reaching out to the schools, collaborating with Amery, August and Clear Lake librarians on a Fall Virtual Garden/Harvest series, connecting with the Healthier Together committee, and serving as the library liaison on the Fundraising Gala committee.
- b. Personnel: Library Clerk position has been posted; application review Aug. 24
- c. Volunteers: Friends board member Bobbie Sawyers has been assisting Caroline with Together Thursday programs, which are part of the Summer Fun Series; high school student Adelaide Reis has been assisting Caroline with assembly of Grab & Go kits.

5. Building/Space Committee update

- a. Met Aug. 9 – received updates on fundraising, project schedule, and layout; discussed the process for change orders, payments and bid process; approved expenditures; and gave feedback to Ayres Associates landscape architect Thomas Ramsey.
- b. Met Aug. 17 – Owner Review
- c. Next scheduled meeting - TBD



Folks have been sharing photos of their storywalk experiences in Cairns Woods on social media platforms!

