

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011
Thursday, July 15, 2021

Called to Order: 4:45 PM

Board Members Present: Judy Perkins, Angie Bjork, Sharon Hofmeister, Mindy Anderson, Dawn Schulte (via Zoom)

Not Present: Karen Solyntjes, Angie Whelan

Others Present: Bobbie Sawyers (Friends) and Tiffany Meyer (Director)

Quorum Established

Motion to Approve July Agenda: Sharon made a motion to approve, Angie seconded, motion carried

Motion to Approve June Minutes: Dawn made a motion to approve, Sharon seconded, motion carried

Current Business

Financial Report: Village Fund Balance as of 6/30/21: \$150,358.05 (\$182,552.95 according to library accounting)

52.14% of budget spent (41.9% according to library accounting)

50% of the fiscal year has lapsed and funds are underspent

Revenue: Copies June 2021: \$28.34

Fees and Faxes June 2021: \$120.70

The unspent 2020 funds were transferred from Associated Bank to CCF Bank. Judy made a motion to approve the financial report, Angie seconded, motion carried.

Monthly Expenditures: Nothing out of the ordinary. Sharon made a motion to approve the expenditures, Angie seconded, motion carried.

Director's Report: Total circulation was 1,109, there were 20 new patrons, wireless sessions were up and website visits were down. There are no longer in-person appointments. Doorside pickup is down and the door count was 1,715. The in-person programs are going very well with a good turnout. The East End Storywalk is set up along with a brick books scavenger hunt. The Sustainable Safari Wildlife Show is scheduled for July 21 and Together Thursday on August 19 is with Brooke Elizabeth. Angie made a motion to approve the director's report, Mindy seconded, motion carried.

School Representative Report: Nothing to report this month.

Village Representative Report: Mindy reported at the last village board meeting a UWRF representative presented on updating the village's comprehensive plan. Jodi Nelson from Ayres Associates presented on the library project. A representative from Ehlers presented on the General Obligation Corporate Purpose Bonds.

Friends of the Library Report (presented by Bobbie Sawyers): The Friends met in the Senior Center on July 15, 2021. The checks have not gone out yet, but the Cheese Curd Fest will be paying \$20 per hour this year.

Cindy Baird worked at the tractor pull and raised \$500. Amy Loberg, Becky Beissel and Kim Beebe have volunteered to organize the Friends Gala which is tentatively planned for October 16 or 30 in the new library building. The funds from this fundraiser will be used to purchase furnishings for the new library.

Discussion of Contents at 388 Main Street: The village noted what furniture they would like for their offices. Tiffany has talked to Jack Hines and has also looked into K-Bid as an option to sell the remaining contents. This will also be discussed at the August Village Board meeting.

Discussion of Security System at 388 Main Street: There is no quote yet from Stanley Security Company, but Tiffany has talked to a representative about various options and should have a quote from them by the next meeting.

New Business

Review and approval of Ayres invoice 193112: An invoice for \$14,397.74 was submitted for preliminary design. Sharon made a motion to pay the invoice from the CCF Building Fund, Angie seconded, motion carried.

Discussion and action re: BMO Harris CD maturing 7/27/21: This CD is valued at \$103,499.88. Discussion on what to do with these funds was held and it was agreed that Dawn is going to check into a few money market accounts and will select the one with the best interest rate to transfer these funds into. Mindy made a motion to approve the transfer of these funds, Judy seconded, motion carried.

Discussion and action re: future library board meeting times: After discussion, it was decided that moving forward the library board will hold their monthly meetings on the last Wednesday of the month at 5:15pm. Mindy made a motion for this new meeting time, Angie seconded, motion carried.

Discussion and action re: staff wages: Tiffany presented an extensive list of wages earned in and around our community and presented a recommendation on staff wage increases. The new starting wages proposed were: clerks \$12/hr; assistant librarians \$14/hr and youth services director \$15/hr. A wage scenario was presented with how this would impact current staff wages. Tiffany noted that this increase is workable within the library's current budget. Dawn made a motion to approve the new proposed wages effective on the July 11, 2021 payroll. Mindy seconded, motion carried.

Closed session for board consideration of director salary as authorized by Wisconsin Statutes Section 19.85(1)(c): Motion made to go into closed session by Mindy, seconded by Angie, motion carried. Roll call for closed session: Judy Perkins, Dawn Schulte, Sharon Hofmeister, Angie Bjork, Mindy Anderson. Sharon made a motion to go out of closed session, Angie seconded, motion carried. Roll call to convene to open session: Judy Perkins, Dawn Schulte, Sharon Hofmeister, Angie Bjork, Mindy Anderson.

Action on director salary: Sharon made a motion to increase the library director's wages \$1.05/hour effective on the July 11, 2021 payroll, Dawn seconded, motion carried.

Meeting adjourned.

Ellsworth Public Library Director's Report July 15, 2021

1. June Statistics:

- a. Total circulation: 4,383 (up from 1,109 June 2020)
- b. New patrons: 20 (up from 0 June 2020)
- c. New items: 176 (down from 287 June 2020)
- d. Public access computer sessions: 43 (up from 3 June 2020)
- e. Wireless sessions: 301 (up from 131 June 2020)
- f. E-materials checkouts: 795 (down from 836 June 2020)
- g. Website visits: 1,808 (down from 1,964 June 2020)
- h. In-person appointments: 19 (down from 99 May 2021)
- i. Doorside pickup appointments: 106 (down from 356 May 2021)
- j. Door count 6/7/21-6/30/21: 1,715 (up from 0 June 2021)

The library building reopened to the public June 7th. Doorside service remains available, although demand has gone down considerably. In-person, outdoor programs started in June.

2. Activities/Programs

a. June/July (title, date, attendance):

Twin Folk Farms	6/22	27	Storytime: Eric Carle	6/25	9
World of Reptiles	6/23	80	Raptors	7/7	154
Poolside Storytime	6/24	15	Poolside Storytime	7/8	3
Comm. Book Club	6/24	6	Storytime: Chickens	7/9	21

b. Upcoming

- i. July 5-30 – East End Storywalk
- ii. July 12-Aug. 31 – Brick Book Scavenger Hunt
- iii. July 21 – Sustainable Safari Wildlife Show at 1 p.m.
- iv. Aug. 19 – Together Thursday with Brooke Elizabeth from 5-7 p.m.

3. Facilities/Equipment/Services

- a. Library services brochure revised and distributed at local businesses and through Pierce County Food Pantry pick-up bags
- b. MORE in early stages of implementing library app for patrons

4. Personnel & Volunteers

- a. Meetings: user group meeting w/ Ayres, June 29 (all staff); IFLS planning update, July 1 (Tiffany); Otto Bremer Trust grant proposal meeting, July 12 (Tiffany); Village Board meeting, July 12 (Tiffany); Security system meeting, July 13 (Tiffany); Friends meeting, July 15 (Tiffany)
- b. Volunteers: Caroline has been getting assistance from some wonderful high school volunteers. They have been helping out with summer programs and preparing Grab & Go kit materials.

5. Building/Space Committee update

- a. July 19 meeting rescheduled; anticipate meeting first week of August

Reptiles & Amphibians June 23, 2021

An Evening at
Twin Folk Farms
June 22, 2021



Raptors with
Carpenter Nature Center
July 7, 2021



Storytime Guests:

Darcy & Sia
June 25, 2021

Elise & Chicken
July 9, 2021

