

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011
Thursday, June 24th, 2021

Called to Order: 4:46 PM

Board Members Present: Mindy Anderson, Judy Perkins, Karen Solyntjes, Angie Whelan, Dawn Schulte; Not Present: Angie Bjork, Sharon Hofmeister

Others Present: Bobbie Sawyers (Friends), Sharon Schulze (Friends/Fundraising), Tiffany Meyer (Director)

Quorum Established

Motion to Approve June Agenda: Karen made a motion to approve, Dawn seconded, motion carried

Motion to Approve May Minutes: Mindy made a motion to approve, Angie seconded, motion carried

Current Business

+Fundraising Update: Sharon S. reported the fundraising efforts have been very, very, very good. As of the Friends annual meeting 2 weeks ago, the total raised was \$721,000. Sharon and Roxy Birkel have been writing grants and a list of the grants written and awarded was presented to the board. A total of \$157,000 has been awarded to date/ or expected by the end of the month. An additional \$200,000 is still pending.

+Financial Report: Tiffany asked the board to consider transferring \$103,499.88 from the BMO Harris CD towards furnishings for the new building. It will be discussed further next month. Dawn made a motion to approve the financial report, Karen seconded, motion carried.

+Expenditures: Nothing out of the ordinary. Karen made a motion to approve the expenditures, Mindy seconded, motion carried.

+Director's Report: The Friends of the Library will assist with removing the existing landscaping (plants, etc.) from the front and back of the new library building. They will let the board know when that is taking place. Alyssa Nelson was hired to take on the Assistant Librarian job. She has previous experience and should not have a difficult time with training for the position. Mindy made a motion to approve the director's report, Dawn seconded, motion carried.

+School Representative Report: Angie Bjork was absent. No report.

+Village Representative Report: Mindy reported the check was approved for the unspent library funds from 2020. The board also approved borrowing/bonding up to \$525,000 for upcoming library projects. A new Village website was approved. The village is looking at updating their comprehensive plan and working on community branding in the near future.

+Friends of the Library Report: Bobbie reported the Friends are continuing to fundraise for the building campaign. Tiffany encouraged all board members to become a member of the Friends of the Library.

New Business

+Review of Ayres Proposal: An additional \$2800 was added to the original proposal to fill in the stairway behind the circulation area. That brings the new total for the proposal to \$130,800. Karen made a motion to approve the additional expense, Dawn seconded, motion carried.

+Amended 2020 Annual Report: Adjustments were needed to the 2020 Annual Report due to the inconsistency of the unspent funds between the Library records and the Village records. The adjustments in the operating expenses were made in the DPI report. This will need to be approved and resubmitted. Mindy made a motion to approve the adjustments, Angie seconded, motion carried.

+ACT 150/420 Reimbursement: The adjustments to the Annual Report will have a small impact on our ACT 420 and ACT 150 funding from the county. The ACT 150 reimbursement at 80% will now be \$130,026, a difference of \$1684. We are almost \$4000 ahead of the funding received in 2021. Dawn made a motion to approve the changes, Karen seconded, motion carried.

+Discussion of Contents at 388 Main Street: After discussing the furniture, safe deposit boxes, and historical bank documents that remain in the building it was decided that Tiffany will decide which furnishings she would like to keep in the building. The remaining furnishings will be offered to the Village for the offices, and anything remaining will be decided at the next meeting after seeing the contents. Tiffany will look into auctioning the safe deposit boxes and Dawn will look at the salvage market. Dawn and Judy will look through the historical bank documents and report their findings for further discussion.

+Discussion of Security System at 388 Main Street: Stanley Security Company met with Tiffany to look at the existing security system and discuss a basic system for the library. The board is seeking a quote for motion sensors, door alarms, cameras in blind spots, sprinkler alarms, and panic buttons for the circulation desk. Tiffany will come back to the next meeting with a quote.

Adjourn

Ellsworth Public Library

Director's Report

June 24, 2021

1. May Statistics:

- a. Total circulation: 2,362 (up from 860 May 2020)
- b. New patrons: 2 (same as May 2020)
- c. New items: 172 (up from 108 May 2020)
- d. Public access computer sessions: 29 (up from 0 May 2020)
- e. Wireless sessions: 202 (up from 120 May 2020)
- f. E-materials checkouts: 868 (up from 699 May 2020)
- g. Website visits: 2,359 (up from 2,282 May 2020)
- h. In-person appointments: 99 (down from 125 April 2021)
- i. Doorside pickup appointments: 356 (down from 437 April 2021)

The library building
reopened to the public
June 7th. Doorside service
remains available.

2. Activities/Programs

a. May/June:

| | | | | | |
|-------------------------|------|----|------------------------|------|------------|
| LEGO in the Park | 5/18 | 6 | SRP Kickoff open house | 6/14 | 9 |
| Community Book Club | 5/20 | 5 | LEGO in the Park | 6/15 | 29 |
| Storytime: End. Animals | 5/21 | * | Poolside Storytime | 6/17 | 11 |
| Storytime: Hiking | 6/4 | 7 | TT: Chris & Ari Silver | 6/17 | 117 (est.) |
| Summer Fun outreach | 6/10 | 30 | Storytime: Cows | 6/18 | 32 |
| Storytime: Lambs | 6/11 | 17 | Art in the Park | 6/19 | 13 |

**pivoted to Fb Live due to weather: 2 live views, 6 1-min views, 82 reached, 5 engagements*

Summer Library Program shared with school: 21 YouTube views

Grab & Go kits remain popular – seed science and balloon rockets were well-reviewed

b. Upcoming

- i. July 5-30 – East End Storywalk
- ii. July 7 – Raptors with Carpenter Nature Center at 1 p.m.
- iii. July 15 – Together Thursday with Patchouli & Terra Guitarra from 5-7 p.m.

3. Facilities/Equipment/Services

- a. Increased access to the library building June 7.
- b. Dale Auckland of Harrington's donated a potted Lofos plant for the library's front entrance.
- c. Landscape cleanup was done by the public works dept. at 388 W. Main St.
- d. Fundraising thermometer was installed by public works at 388 W. Main St.

4. Personnel & Volunteers

- a. Meetings: E3 CDC, May 21 (Tiffany); MORE Director's Council, May 21 (Tiffany); Village Board, June 7 (Tiffany); user group meeting w/ Ayres, June 8 (all staff, Judy); new trustee orientation, June 10 (Mindy, Tiffany); MORE budget hearing, June 11 (Tiffany); Pierce County Public Health, June 11 (Tiffany); Asst. Librarian meeting, June 15 (Darcy, Laurie, Tiffany); Hunger Prevention Council garden planning meeting, June 16 (Caroline); E3 CDC, June 18 (Tiffany); IFLS Director's Check-In, June 18 (Tiffany); Healthier Together, June 21 (Caroline); user group meeting w/ John Thompson, June 22 (all staff); random meetings re: security, fundraising, cleaning, banking (Tiffany)

- b. Preserving a Resilient Rural Economy, May 27 (Tiffany); staff continue to participate in other continuing education opportunities as time allows.
 - c. Staffing changes: Darcy Behringer is leaving at the end of June to pursue a career as a vet tech; Alyssa Nelson has accepted a job offer as our newest assistant librarian starting July 5.
5. Friends of the Library
- a. Met June 10 – board meeting: gala, county letter, bylaw changes, fundraiser updates, skills and interests survey, future meeting locations; annual membership meeting: history of Friends, building expansion and explanation of fundraising phases, fundraiser update, bylaws changes, election of officers, teller report, building tour
 - b. Next scheduled meeting – July 12 at 4:30 p.m. (Ellsworth Senior Center)
6. Building/Space Committee update
- a. Met May 24 – fundraising update, review of Ayres proposal, discussion of layout of library space while touring building
 - b. Met June 21 – fundraising update, review of revised Ayres proposal, revised layout of library space, landscaping, discussion re: signage in front of building
 - c. Next scheduled meeting – July 19 at 6:30 p.m. (388 W. Main St.)

