

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 West Main St., Ellsworth, Wisconsin 54011
Thursday, May 20, 2021

The monthly meeting of the Ellsworth Public Library Board of Trustees was called to order by president, Judy Perkins, at 4:47 p.m. The meeting took place at the future EPL location, 388 West Main St., Ellsworth, WI.

A quorum was established. In attendance were Mindy Anderson, Angie Bjork, Sharon Hofmeister, Judy Perkins, Dawn Schulte, Karen Solyntjes, Angie Whelan, and Library Director, Tiffany Meyer. Also in attendance were Tony Birkel, Jack Hines, Jodi Nelson, John Thompson, and Paul Bauer.

Compliance with the open meeting law was met.

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

Angie Whelan made a motion to approve the minutes of the April 15, 2021 meeting, seconded by Angie Bjork. Motion carried.

Current Business

Tony Birkel updated the board on the fundraising progress. The response from the community has been outstanding, in and outside the county. Jack Hines and Tony have lists of interested donors. Donors to follow up with will likely contribute about \$50,000 in installments over the next few years. Jack stated that out of 119 contacts, 78 led to donations. He will be checking with 26 more businesses and enjoys working for the community. Naming rights were discussed. There are opportunities ranging from a name on a donor wall plaque to having a room named. Donations increased after the purchase of the building. The fundraising so far has amounted to \$475,000. Roxy is working on another grant from Chippewa Valley/Cenex.

An individual who wants to remain anonymous at this time has come forward and would be willing to donate \$50,000 per year for 5 years (first donation by June 30th) to have a room designated for memorabilia, highlighting a career as a pilot Captain in the US Navy (also Air Force) and as a pilot Captain for a private airline.

Jodi Nelson, from Ayres Associates Inc., brought two design plans showing the scope of services, time schedule, and fee. She outlined a "heavy" versus "light" remodel. One of the more expensive items will be fire protection. The fire code will require installing a fire suppression system throughout the entire building. Donations are yet needed to include an outdoor feature in the back of the building. Paul Bauer explained this feature and has seen similar spaces at other libraries. Financial decisions need to be made and locked in by June; construction documents issued in late August 2021. Construction would start in September 2021 and take approximately 5 months to complete. In the interest of time, the building committee for the public library will make decisions when due, then bring a summary to the full board. The timeline projects a move in date for early 2022.

The board reviewed the financial report. The Village Fund Balance is listed as \$227,736.23 (current according to the library accounting). 33% of the fiscal year has lapsed and 27.5% of the budget has been spent. Tiffany noted that the library is underspending this year. The ending balance is 631,453.44. The last two accounts shown on the report have been combined. A \$20.00 service fee was refunded.

At the current date we have a total of 1,164,000. Other funds will include the pledges for 2021 (\$50,000) and \$200,000 in pledges for 2022. Grant applications could bring in \$185,000 and the unspent funds for 2020 can be added if approved. In the fall, the Friends Gala Fundraiser is projected to raise approx. \$75,000.

Sharon Hofmeister made a motion to approve the financial report, seconded by Angie Bjork. Motion carried.

The board audited the monthly expenditures. A mobile phone was added for staff to use for programs and for services that might require a text or call. Angie Whelan made a motion to approve the monthly expenditures, seconded by Dawn Schulte. Motion carried.

The director's report was presented by Tiffany Meyer. Caroline submitted stats for the Facebook Live Story Times and the Storytime in the Park programs. She noted that being in the park has offered the opportunity to reach people that might not have participated with us before. Laurie added 3 new technology kits for checkout. The 2022 MORE budget preview is May 21, 2021. Julie Belz and Jeanne Friedell are returning as substitute clerks this summer and there will also be student volunteers. The next scheduled meeting for the Friends of the Library will be June 10th at 5:00 p.m.; annual meeting begins at 6:00 at 388 W. Main St. The Building/Space Committee will meet May 24th at 6:30 p.m. at 388 W. Main St. Karen Solyntjes made a motion to approve the director's report, seconded by Angie Whelan. Motion carried.

School Representative Report – Angie Bjork reported that Ellsworth High School Seniors will be graduating in May. An outdoor graduation ceremony is planned with the band playing for the ceremony. If the weather is inclement, the ceremony will be indoors, and the music will be a recording to save space for guests. The other grades are busy finishing up the year.

Village Representative Report – Welcome to Mindy Anderson. She will represent the Village on the library board. She noted that two representatives from Ehlers presented a plan for refinancing loans.

New Business

Review and Approval of Ayres fee proposal – Some special meetings might be required in the next months to enable decisions to be made by the end of June. John Thompson provided clarity regarding who needs to make the decisions and whether decisions can be made by the committee and then brought to the full board as a summary. The payments will always be approved by the board. Ad hoc meetings could be arranged as Zoom meetings. A flowchart of milestones will be helpful. Additional board meetings might be required. Sharon suggested a walk-through of the space as it is intended to be used by the library. This will aid in understanding the flow and might impact some of the design decisions. Sharon Hofmeister made a motion to approve the Ayres fee proposal, seconded by Angie Whelan. Motion carried.

Election of library board officers – Karen Solyntjes made a motion to approve the election of officers, Judy Perkins to remain as president, Angie Bjork to remain as vice-president, Dawn Schulte to be the new treasurer, and Angie Whelan to be the new secretary. Sharon Hofmeister seconded the motion. Motion carried.

Approval of the transfer of village-held bank accounts from Associated Bank to CCF Bank. The accounts have been combined. The same name will be kept on the account, Building Fund Investment Account. Sharon Hofmeister made a motion to approve the transfer of the account from Associated Bank to CCF Bank, seconded by Angie Bjork. Motion carried.

Discussion and Action regarding the maturing Jumbo CD at Associated Bank. Angie Whelan made a motion to transfer these funds (\$110,726.17) upon maturity to the Business Savings Account "Building Donations" at Associated Bank, seconded by Angie Bjork. Motion carried.

Discussion and Action regarding unspent 2020 library funds – A decision was made to not purchase new tablets for the library board. Sharon Hofmeister made a motion to add the \$41,947.26 in unspent 2020 library funds to the Library Building Fund Investment Account, seconded by Angie Whelan. Motion carried.

Discussion regarding increased access to the Ellsworth Public Library building. The library will reopen on Monday, June 7, 2021. Tiffany presented a detailed plan to ensure there is a smooth transition from the current appointments to having the library open.

Angie Whelan was not able to stay for the remainder of the meeting.

Discussion regarding services to the 388 W. Main St. building – Tiffany met with Nicole Stewart and Mike Huppert. The billing and sharing of utility expenses among spaces in the building will be similar to how the current library building is set up. Utilities are in the process of being connected. The landscaping care and snow removal will be the responsibility of the Village of Ellsworth to find someone to take care of the library areas.

Dawn Schulte made a motion to hold closed session for board consideration of staffing level, as authorized by Wisconsin Statutes Section 19.85(1)(c), seconded by Sharon Hofmeister. Roll call; all were in favor. Motion carried. Dawn Schulte made a motion to reconvene in open session, seconded by Sharon Hofmeister. Roll call; all were in favor. Motion carried.

Adjournment – Meeting adjourned at 6:36 p.m. Next meeting: Thursday, June 17, 2021 at 4:45 p.m.

Ellsworth Public Library

Director's Report

May 20, 2021

1. April Statistics:

- a. Total circulation: 2,883 (up from 259 April 2020)
- b. New patrons: 5 (up from 0 April 2020)
- c. New items: 155 (up from 35 April 2020)
- d. Public access computer sessions: 26 (up from 0 April 2020)
- e. Wireless sessions: 271 (up from 51 April 2020)
- f. E-materials checkouts: 795 (down from 806 April 2020)
- g. Website visits: 2,291 (down from 2,601 April 2020)
- h. In-person appointments: 125 (up from 121 March 2021)
- i. Doorside pickup appointments: 437 (down from 501 March 2021)

The library reopened by appointment on Feb. 8 and remains open by appointment at the time this report was created.

2. Activities/Programs

- a. April/May

Facebook Live Story Times						
Date	Description	Reach	Engagements	Live Views	FB Views (as of May 16, 2021)	YouTube Views
4/16/2021	Pets & Poetry	111	2	3	52	7
4/23/2021	Earth Day	76	1	1	35	1
4/30/2021	Superheroes	100	4	5	54	1
	TOTALS	287	7	9	141	9

Storytime in the Park			
Date	Theme	Attendance	
5/7/2021	Gardens	10	6 children, 4 adults
5/14/2021	Color Blue	8	5 children, 3 adults

A note from Caroline: *“Our first few in-person programs have gone really well and we've been blessed with gorgeous weather so far. Being in the park has offered us the opportunity to reach people that might not have participated with us before. At Art in the Park on Saturday we were able to serve a couple families from out of town that happened to be in the park, as well as a boy and his Dad that live near the park - that just happened to have come down to enjoy the nice weather and the park. The boy made me a card that said "I love the Ellsworth Public Library"!”*

Other Programs					
Date	Description			Participants	
4/12/2021	Gardening Series/\$ Saving Tips		collaborative	8 live views	51 YouTube Views
4/13/2021	PJ Storytime		Zoom	0	(2 families registered)
4/15/2021	Community Book Club: Red at the Bone			6	
4/19/2021	Gardening Series/CSAs		collaborative	6 live	14 YouTube
4/24/2021	Gardening Series/Cactus&Succulents		collaborative	7 live	10 YouTube
4/29/2021	Zoom Trivia Event		collaborative	9	
5/8/2021	Gardening with Kids		in person	13	9 children, 5 adults
5/11/2021	Zoom PJ Storytime		Zoom	0	(1 family registered)
5/14/2021	Virtual Teen Event: Mindful May		collaborative	12	(no EPL teens)
5/15/2021	Art in the Park	Adults 10-11	in person	0	
		Kids/Families 11-12	in person	12	6 adults, 1 teen, 5 kids (0-11)

b. Upcoming

- i. May 20 – Community Book Club at 6:30 p.m. (Summit Park)
- ii. May 21 – Storytime in the Park: Endangered Species at 10 a.m. (East End Park)
- iii. June 14 – Summer Library Program: Tails and Tales begins

3. Facilities/Equipment/Services

- a. Three technology kits added for checkout: Cubelets, Makey Makey and Ozobots
- b. Working with Village Administrator Stewart on setting up utilities and services for new site
- c. 2022 MORE budget preview during May 21 Director’s Council meeting

4. Personnel & Volunteers

- a. Meetings: E3 CDC, April 16 (Tiffany); Village Board, April 19 (Tiffany); Village Board organizational, April 20 (Tiffany); IFLS Director’s Check-In, April 23 (Tiffany); Dept. Head w/ Becky Beissel, April 23 (Tiffany); Asst. Librarians, April 27 (Darcy, Laurie, Tiffany); Village Board, May 3 (Tiffany); Discussion w/ MORE Admin, May 4 (Darcy, Laurie); Discussion w/ project architect, May 4 (Tiffany); Dept. head tour of future site, May 11 (Tiffany); Village Finance Committee, May 12 (Tiffany); EPL staff, May 13 (all staff); IFLS Director’s Check-In, May 14 (Tiffany); Pierce County Public Health, May 14 (Tiffany); Utilities/Services discussion w/ Village Admin & PWD, May 19 (Tiffany); Youth Services and Adult Services check-ins (Caroline); informal fundraising meetings (Tiffany)
- b. Training: Emergency Broadband Benefit informational webinar, May 19 (Tiffany); staff continue to participate in other continuing education opportunities as time allows.
- c. Substitute clerks: Julie Belz and Jeanne Friedell are returning as sub clerks this summer.

5. Friends of the Library

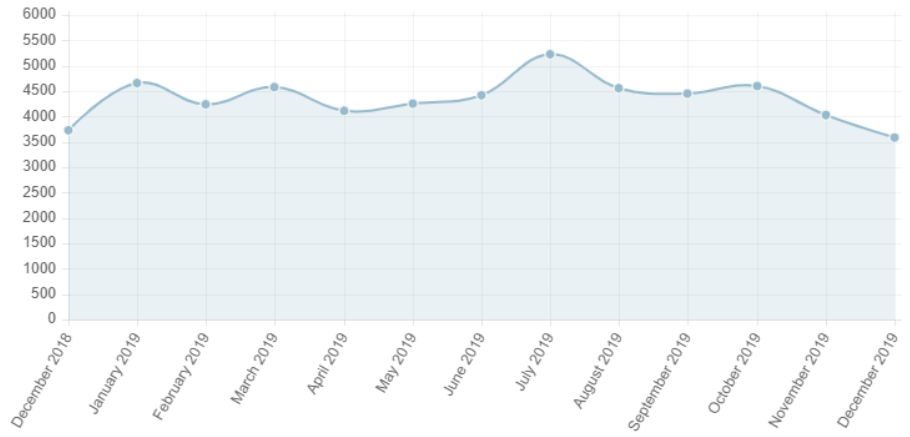
- a. Met May 6 – discussed future fundraising, annual meeting, and review of bylaws
- b. Next scheduled meeting – June 10 at 5 p.m.; annual meeting begins at 6 p.m. (388 W. Main St.)

6. Building/Space Committee update

- a. Next scheduled meeting – May 24 at 6:30 p.m. (388 W. Main St.)

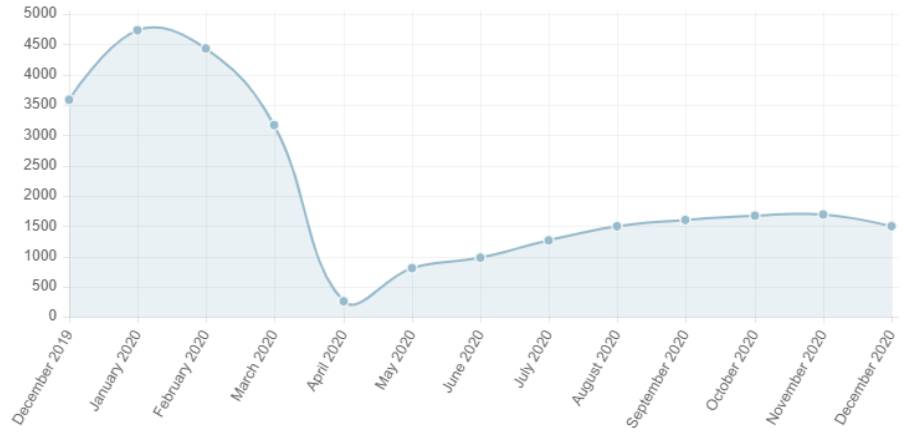
2019 Circulation

What circulation of physical library materials looks like during a normal year, floating between 3500 and 5500 checkouts monthly.



2020 Circulation

Pandemic impact - The library building was closed from March 17 through April 26; doorside service began April 27. The building was open by appointment for most of October, but rolled back to doorside services on Oct. 29.



First staff meeting at 388 W. Main Street!
From left to right: Crystal Johnson, Laurie Braun, Kaitlin Augustine, Darcy Behringer
Not pictured: Caroline Herfindahl, Tiffany Meyer
Thursday, May 13

