

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011  
Monday, November 29th, 2021, 5:15 PM

Called to Order by Judy Perkins at 5:15 PM

Quorum Established, Certification of Compliance with Open Meeting Law

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

Others Present: Tiffany Meyer (Director), Bobbie Sawyers (Friends of the Library)

Motion to Approve November Agenda: 1st Mike, 2nd Angie B. motion carried.

Motion to Approve October 27th Meeting Minutes: 1st Sharon, 2nd Mindy, motion carried.

Motion to Approve November 8th Special Meeting Minutes: 1st Mike, 2nd Sharon, motion carried.

Current Business

+Financial Report: presented by Tiffany. We are down to just one account at Associated Bank, and 4 accounts at WESTconsin. Motion to approve made by Angie B., 2nd by Angie W. Motion carried

+Monthly Expenditures: Presented by Tiffany. Expense for new computers, Overdrive E-materials. Motion to approve made by Mindy, 2nd by Dawn. Motion Carried.

Review and Approval of Ayres Invoice 195324 for \$7000

Review and Approval of Moseng Locksmith Invoice 21267 for \$342

Review and Approval of Nova Group Invoice 160333 for \$3305

Review and approval of Paul's Industrial Garage Invoice 04530 for \$437

Review and Approval of the Journal Invoice 24204 for \$264 (ads for bids on water main)

Discussion and approval to transfer funds from Village-held library account for \$11,348+:

Motion to approve all invoice payments and transfer, as well as approving Dawn to transfer funds as needed made by Mike, 2nd by Judy, Motion Carried.

+Director's Report: Reviewed by Tiffany. Drive thru trick or treat was extremely well attended. Heating issues at the senior center required cancelling some events in October. Library to sponsor ornament painting at Brush Strokes in December. The MORE library app is now available in app stores. Weekly check-ins with Village Administration. Motion to approve by Sharon, 2nd by Judy. Motion Carried.

+School Representative Report: (Angie B.) Kim Catron from the Ellsworth Middle School published a book, "Threshing of Straw", recently. The book has been ordered by the library. Gift Box program is going on now.

+Village Representative Report: (Mindy A.) Representatives came to talk about health insurance. The audit was discussed. Talk about the budget and the library. Mike Harris was approved as a new board member.

+Friends of the Library Report: (Bobbie S.) Nothing to report. No December meeting.

+Building Project Updates: Waiting for the state to approve plans and bids to start. Water main project is mostly complete. Document review set for December 27th. Safe deposit boxes being picked up is on hold until after an OK from the asbestos report. The Village will handle asbestos abatement. Unexpected building project costs is expected to come out of the \$500,000 that the village approved to contribute.

+Update and possible action re: library's long-range planning effort to be incorporated with the Village of Ellsworth comprehensive planning process. Our long-range plan expired last year and we chose to wait until the new building opened. Because the Village is going through their own comprehensive planning with UW Extension, we were approved to be a part of the process. Chris, from UW Extension, expressed there will be no major time commitment from the Library Board expected. There is an opening on the steering committee for one more village resident, which could be a library board member. Motion for the library's long-range planning to be incorporated with the Village's comprehensive plan made by Judy, 2nd by Sharon. Motion Carried. Sharon volunteered to be on the steering committee.

### New Business

+Discussion and possible approval of Youth Services Librarian/Program Coordinator position status change: Tiffany would like to make this a full-time, non-exempt employee position. This position covers all ages of programming. In other libraries, this is commonly a full-time position. This would go into effect January 1st, 2022. The position is filled currently, and they are willing to stay in the role as a full-time employee. Motion to approve made by Angie W., 2nd by Mike, Motion Carried.

+Discussion and approval of 2022 closed dates. Tiffany presented the 2022 schedule. Motion to approve made by Mindy, 2nd Dawn, motion carried.

+Discussion and approval of December meeting date. Motion to approve no December board meeting made by Dawn, 2nd Angie B. Motion Carried. Next meeting will be Wednesday, January 26th, 5:15 PM at the Senior Center.

Meeting Adjourned at 6:01 PM.

Respectfully submitted by Angie Whelan

# Ellsworth Public Library

## Director's Report

### November 29, 2021

#### 1. October Statistics:

- a. Total circulation: 3,025 (up from 2,467 Oct. 2020)
- b. New patrons: 14 (up from 5 Oct. 2020)
- c. New items: 298 (up from 170 Oct. 2020)
- d. Public access computer sessions: 78 (up from 26 Oct. 2020)
- e. Wireless sessions: 489 (up from 220 Oct. 2020)
- f. E-materials checkouts: 844 (up from 752 Oct. 2020)
- g. Website visits: 1,790 (down from 2,433 Oct. 2020)
- h. Doorside pickup appts.: 15 (down from 372 Oct. 2020)
- i. Door count: 2,032 (up from 1,120 Oct. 2020)

Covid-19 transmission levels continue at a high level. The building remains open. Masks are required inside the building. In-person programs for adults and youth are being held in the senior center where distancing is possible for small groups.

#### 2. Activities/Programs

##### a. October/November (title, date, attendance):

Storytime: Pumpkins	10/29	7
Drive Thru Trick or Treat	10/29	459
Pumpkin in the Park	10/30	178
Storytime: Windy	11/5	3
Disc. Tog. Tues.: Ells E3	11/9	17
PM Storytime: Dino	11/9	1
Morning Book Club	11/11	13
Storytime: Brown	11/12	9
LEGO with the Library	11/16	cxl (due to heating issue)
Comm. Book Club	11/18	2
Storytime: Gratitude	11/19	cxl (due to heating issue)



##### Other:

Gave away 301 books at Drive Thru Trick or Treat and the library for Natl. Book Month  
 Pumpkin Decorating Contest – 16 entries, 340 votes cast  
 Scarecrow Contest – 10 entries, 135 votes cast  
 Craft kits to Ells. Health Services and Preferred Senior Living – 24 in Nov.

##### b. Upcoming

- i. Dec. 4 from 10-12 or drop in Dec. 9-12 – Ornament Art (Brush Strokes)
- ii. Dec. 14 at 11 a.m. – Discover Together Tuesday: Holiday Social (senior center)
- iii. Dec. 14 at 6:30 p.m. – Holiday Stories & Cheer with Ugly Dog Therapy

#### 3. Facilities/Equipment/Services

- a. MORE Libraries app now available in app stores
- b. Year-end database clean-up tasks have begun

#### 4. Personnel & Volunteers

- a. Meetings: Water Main Pre-Construction, Nov. 1 (Tiffany); Finance Committee, Nov. 1 (Tiffany); Village Board, Nov. 1 (Judy, Sharon, Tiffany); IFLS Youth Services Check-In, Nov. 4 (Caroline); Friends of the EPL, Nov. 4 (Caroline & Crystal); MORE Operations Committee, Nov. 11 (Laurie); MORE Director's Council, Nov. 12 (Tiffany); Special Village Board, Nov. 18 (Tiffany); Caroline participated in five presentation planning sessions; Tiffany participated in weekly check-ins with the Village Administrator re: building project updates
- b. Professional Development: Program Planning in a Pandemic, Nov. 11 (Caroline); WLA Conference, Nov. 16-18 (Caroline); MORE app training video (various staff members)

#### 5. Building/Space Committee update

- a. Next scheduled meeting – TBD

#### **Building Project Progress**

- Pember Companies completed the water main project for the fire suppression system
- Moseng Locksmithing opened the safe deposit vault which will house a Local History Room

