

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 388 W Main Street, Ellsworth, WI 54011
Wednesday, September 29th, 2021

Called to Order: 5:18 PM

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

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

Quorum Established

Compliance with Open Meeting Law established

Motion to Approve September Agenda: 1st Karen, 2nd Mindy. Motion Carried

Motion to Approve August 25, 2021 Minutes: 1st Dawn, 2nd Sharon. Motion Carried.

Motion to Approve September 14, 2021 Meeting Minutes: 1st Mindy, 2nd Dawn. Motion Carried.

Current Business

+Financial Report: Will catch up to normal spending as new utilities get paid. Motion to approve by Angie W, 2nd Karen. Motion Carried.

+Monthly Expenditures: Nothing unusual. Motion to approve by Judy, 2nd Sharon. Motion Carried.

+Director's Report: Website visits down, everything else is up. Attendance less since school started for activities. Drive through trick or treat at fairgrounds. Jeff Hines went over the contents at the new building. Day of service students did some painting at Village Hall; did not paint library railings. Some litter pickup did reportedly get done at both library locations. New staff member, library clerk Heidi Sundet. Open house table at St. Francis staffed by Judy. Motion to approve by Mindy, 2nd by Dawn. Motion Carried.

+School Representative Report: Not present

+Village Representative Report: Painted planters in the Midway mall area. License for Gala approved. Looking for a full time police officer. Figured out water for the new building? Interviewing for new public works director.

+Friends of the Library Report: Have not met, but are working to support Gala activities. Working with donors on proper documentation.

+Contents Left at 388 W Main Street: The auction is live through 6:30 PM on October 5th. Open house on the 5th from 3-5 PM, to look at goods. The teller line cannot be sold, but is set to be removed by the village.

+Change Order Process: Village wanted to keep the original process. This is only referring to actual change orders, not small changes. Change orders will go through the building committee, library board, village finance committee, and village board. Motion to approve by Mindy, 2nd by Karen. Motion Carried.

+Payment Process for Building Project Funds: Recommended to add to current document applications for payment sent to the Village Administrator and Library Director. Then to Village Finance and Building

committee, then to Library Board, then to title company for lien release. Any money left over will go back to the library. Motion to approve these changes made by Karen, 2nd by Dawn. Motion Carried.

+Planning Efforts/Comprehensive Planning: A few Village Board members met with a UW mentor about a comprehensive plan. No additional cost to the library to incorporate into the plan. Tabled until more information is available on the timeline and time commitment involved.

+Payment of Utility Bills for 388 W Main Street: Recommended by John Thompson that bills be paid out of the current budget until construction begins. After construction begins, it should come from building costs if construction begins before the end of the year. In 2022 there will be a new budget put in place by the Village for the utilities. Motion made to amend the original approved motion to include this change by Judy, 2nd by Sharon. Motion Carried.

+RCU Foundation Letter of Agreement Award Terms: Concern about the commitment for their naming rights in the Children's area. Agreed that 20 years would be the extent of the naming rights with right of first refusal.

New Business

+Ayres Invoice 194125: \$34,005 for documents related to construction, design, admin, structural engineering, landscape, and MEP. Sharon motioned to approve, Mindy 2nd. Motion Carried.

+Hazmat Survey at 388 W Main Street: Building committee recommended asbestos survey for the full building. Project architect Jodi Nelson also recommended this be done. Ron Reigle will meet Nova Group at the site to walk through. If anything is discovered, the Village will need a plan for abatement. Motion to sign contract and pay for the full building survey for asbestos made by Karen, 2nd by Angie W. Motion Carried.

+2022 Library Budget Process: Administrator set dates for process. October 11th and 18th will be follow up dates for the budget process. Tiffany, Sharon and John will work through the draft before October 11th.

+Once Upon a Library Gala: Tickets are on sale, donations and sponsorships are coming in. 300 people contacted by students on Day of Service to ask for donations to the silent auction or to sponsor. Need to check with the Gala committee about proper attire for the gala.

+Exclusive Use of Library Space as Gala Prize: Gala committee asked if a prize for the auction could be exclusive after-hours use of the Makers Space at the library. This would include the Makers Space only for 2 hours, no alcohol allowed, could be during library hours or after hours. Tiffany didn't see any issues with extra staffing for a couple hours later in the day. Motion to approve by Judy, 2nd by Mindy. Motion Carried.

+Moving Library Bank Accounts: Since Associated Bank did not give any sponsorship dollars to the library building campaign, it has been brought up if we should continue to bank there based on this scenario either now or after the building project is complete. Looking just at rates, Dawn found that WESTconsin CU currently has the best rates. Tiffany recommends leaving at least online giving at Associated Bank for convenience and ease. Motion to approve Dawn looking at all rate options at all banks and move all money except the online giving to the bank with the best rates keeping checking and savings separate made by Angie W., 2nd by Sharon. Motion Carried.

+We value Karen's service to the library board, and wish her well on her next adventure. Her Library Board seat will need to be filled.

Adjourn: 6:30 PM

Submitted by Angie Whelan

Ellsworth Public Library

Director's Report

September 29, 2021

1. August Statistics:

- a. Total circulation: 4,679 (up from 2,019 Aug. 2020)
- b. New patrons: 10 (up from 3 Aug. 2020)
- c. New items: 186 (up from 102 Aug. 2020)
- d. Public access computer sessions: 80 (up from 0 Aug. 2020)
- e. Wireless sessions: 395 (up from 154 Aug. 2020)
- f. E-materials checkouts: 844 (up from 813 Aug. 2020)
- g. Website visits: 1,795 (down from 2,523 Aug. 2020)
- h. Doorside pickup appointments: 0
- i. Door count: 1,945 (up from 0 Aug. 2020)

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

2. Activities/Programs

a. August/September (title, date, attendance):

Poolside Storytime	8/19	22	Storytime: Yellow	9/10	12
Together Thursday	8/19	91	Century Farm	9/14	13
Storytime: Hedgehogs	8/20	29	PM Storytime	9/14	8
Art in the Park	8/21	2	Storytime: Pigs	9/17	2
St. Francis Open House	8/26	45 est.	Orchard Field Trip	9/18	14
Comm. Book Club	8/26	7	LEGO in the Park	9/21	5
Harvest in the Garden	8/28	13	Comm. Book Club	9/23	5
Storytime: Friends	9/3	2	Storytime: Fall	9/24	2
Morning Book Club	9/9	7			

Outdoor DIY Activities:

- Brick Book Scavenger Hunt 14 active participants
- Pop-Up Storywalk in Cairns Woods 15 active participants

b. Upcoming

- i. Pumpkin Decorating Contest – Oct. 1-18
- ii. Oct. 9 – Field Trip to The Happy Earth Orchard at 10:30 a.m.
- iii. Oct. 12 – Twenty-Two Farms Animal Sanctuary at 11 a.m. (Ells. Senior Center)
- iv. Oct. 12 – Fireside Storytime with Wade Bergner at 6:30 p.m. (Broadway parklet)
- v. Oct. 22 – Virtual Spooky Science for Teens at 6 p.m.
- vi. Oct. 23 – Once Upon a Library Gala: social hour at 5 p.m., dinner at 6:30 p.m.
- vii. Oct. 29 – Drive-Thru Trick or Treat at Pierce County Fairgrounds (details pending)

3. Facilities/Equipment/Services*

- a. September 11, 2001: The Day That Changed the World display at library Sep. 1-30
- b. Server upgrade Sep. 7; Sierra upgrade Sep. 20
- c. Met w/ Pat Mory of PC Historical Association Sep. 7 re: old documents left at 388 W. Main St.
- d. Met w/ Jeff Hines of Hines Auction Service Sep. 23 re: contents left at 388 W. Main St.
- e. EHS Day of Service Sep. 28 – painting railings, weeding landscaped areas, picking up litter
- f. Handrailing in back hallway repaired; bulbs replaced by Public Works Dept.

4. Personnel & Volunteers

- a. Meetings: Gala, Aug. 19 (Caroline); Village Water/Sewer, Aug. 26 (Tiffany, Judy); PC Public Health, Aug. 26 (Tiffany); Teen Virtual Collab., Aug. 31 (Caroline); Adult Services Check-In, Aug. 31 (Caroline); Special Village Board, Aug. 31 (Tiffany); Village Finance, Aug. 31 (Tiffany, Judy, Sharon H.); Friends of EPL, Sep. 7 (Tiffany); Village Board, Sep. 13 (Tiffany, Judy, Angie W.); RCU Foundation, Sep. 14 (Tiffany; Sharon S.); Furnishings mtg. w/ John Thompson, Sep. 15 (all staff); MORE Director's Council, Sep. 17 (Tiffany); Teen Virtual Collab., Sep. 22 (Caroline); Gala, Sep. 22 (Caroline); Healthier Together, Sep. 23 (Caroline); Youth Services Check-In, Sep. 23 (Caroline); the director has been meeting with the Village admin/clerk-treasurer weekly re: building project.
- b. Training: Kids and Homelessness webinar, Aug. 25 (Caroline); Digital First webinar, Sep. 15 (Alyssa)
- c. Personnel: Heidi Sundet joined the EPL team Sep. 14 as a Library Clerk; Kaitlin Augustine's last day was Aug. 24; Laurie Braun assisted with interviews Aug. 27.
- d. Volunteers: Judy Perkins staffed the library table at St. Francis School open house Aug. 26.

5. Building/Space Committee update

- a. Met Sep. 14 (Exec. Building/Space Committee) – amended proposal from Ayres; revised naming opportunities document
- b. Met Sep. 22 – approval process, fundraising update, project schedule update, amended proposal, Ayres invoice 194125, revised naming opportunities document; water main access to 388 W. Main St., Once Upon a Library Gala, general contractor vs. construction manager, asbestos survey, fire suppression system in drive-thru area of 388 W. Main St.
- c. Next scheduled meeting - TBD

Harvest in the Garden
Grow to Share in River Falls
Aug. 28, 2021

