

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011
Wednesday, April 27th, 2022

Called to Order by Judy Perkins at 5:16PM

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

Board Members Absent: Angie Bjork

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve April Agenda: 1st Mike, 2nd Dawn. Motion carried.

Motion to Approve March Minutes: 1st Mike, 2nd Angie W. Motion carried.

Current Business

+Financial Report: Tiffany reviewed the financial report. Difference for accounting due to credit card timing. Motion to approve made by Dawn, 2nd by Mindy. Motion carried.

+Monthly Expenditures: Tiffany reviewed the monthly expenditures. Nothing out of the ordinary. Motion to approve made by Angie W, 2nd by Dawn. Motion carried.

+Review and approval of building project-related invoices and transfer of funds. Ayres for \$3795.15, Water Utility \$55.18, Loberg Law \$75.00, Journal \$792. Motion to approve \$4717.33 by Mindy, 2nd by Sharon. Motion carried.

+Director's Report: Tiffany reviewed. Music showcase in the senior center was really well received, as was the robotics for kids program. School art show is up now. Mini art show in a few days. Friends annual meeting on May 12th. Purchased new version of QuickBooks. Moving from Google to Microsoft for document sharing before July 1st. Motion to approve made by Mike, 2nd by Mindy. Motion carried.

+School Representative Report: No report.

+Village Representative Report: National Library Week proclamation, tool cat purchase approved, main street planters to be painted. Reorganizational meeting last week. Tony Hines new board member. Comprehensive plan still in the works. Should have more info by June. Many committee changes.

+Friends of the Library Report: Monthly meeting in May and annual meeting. Need some people to take over board positions. About \$500 raised in the giveBIG campaign. Fundraisers coming up include Cheese Curd Festival.

+Building Project Update: The Market & Johnson project manager said the building permit is ready to turn in. A letter for the fire chief was drafted by Jodi Nelson. Testing for mold and air quality was done last Friday. The Nova Group should have report in by next week. Cost to do the additional testing may be larger than expected, depending on extra samples. Plans to start demolition on Monday. Wall smashing went well. Notice to 5 outstanding pledges for 2022 sent out, one received. Lockbox on building ready to be used. The signage company, Signation, is doing interior signage and asked about wanting to talk about the donor wall, which is not currently included in the project plans. Mindy will assist with ideas.

New Business

+ Discussion and action of date/time for library board meetings: Last Tuesday of the Month at 5:15PM, May 31st. We'll try it and then vote to change if it works.

Adjourn at 5:49PM

Respectfully submitted by Angie Whelan

Ellsworth Public Library

Director's Report

April 27, 2022

1. March Statistics:

- a. Total circulation: 4,344 (up from 3,293 March 2021)
- b. New patrons: 26 (up from 7 March 2021)
- c. New items: 190 (down from 196 March 2021)
- d. Public access comp. sessions: 84 (up from 25 March 2021)
- e. Wireless sessions: 363 (up from 285 March 2021)
- f. E-materials checkouts: 928 (up from 855 March 2021)
- g. Website pageviews: 2,111 (down from 2,349 March 2021)
- h. Doorside pickup appts.: 6 (down from 501 March 2021)
- i. Door count: 1,922+ (missing some data from March 1-3; up from 121 March 2021)

2. Activities/Programs

a. March/April (title, date, attendance):

Storytime: Babies	4/1	cxl
Storytime: Birds	4/8	5
Teen Meet-Up: Waffles	4/8	5
Teen Game Night (virt.)	4/11	5
Music Showcase (sen.)	4/12	30
Doodle Club	4/12	7
Morning Book Club	4/14	10
Storytime: Green	4/15	16
LEGO	4/19	6
Comm. Book Club	4/21	4
Storytime: Earth Day	4/22	13
Robotics for Kids	4/23	22



Other:

- 24 sand art kits delivered to Ells. Health Services and Pref. Senior Living
- Quilt Photo Slideshow has 258 views on YouTube
- 27 booklets/pencils given out during Money Smart Week
- 93 entries for tote bag giveaway during National Library Week (30 tote bags given)
- Newbery Reading Challenge and Explore MORE Passport Program in progress
- School Art show on display through May 6

b. Upcoming

- i. Mini Art Show on display May 1-18
- ii. May 4 @ 6:30 p.m. – May the Fourth Be with You Trivia Night
- iii. May 7 – Free Comic Book Day: free comics & crafts from 10-12
- iv. May 10 @ 11 a.m. – Discover Together Tuesday: local author Kim Catron
- v. May 12 @ 6 p.m. – Friends of the EPL Annual Meeting (Summit Park)

3. Facilities/Equipment/Services

- a. Our 2019 version of QuickBooks software will no longer be supported after May 31, 2022. The newest desktop version has been purchased as a download.
- b. Google is discontinuing the G Suite free legacy edition as of July 1, 2022. IFLS Library System is moving from Google to Microsoft Office 365 Academic Suite. Library Board documents will be shared via Microsoft OneDrive once the migration has taken place.

4. Personnel & Volunteers

- a. Meetings: Village Finance, March 31 (Tiffany+); Comprehensive Plan Town Hall, March 31 (Tiffany); Village Board, April 4 (Tiffany+); Asst. Lib., April 7 (Alyssa, Crystal, Laurie, Tiffany); Friends, April 7 (Alyssa, Tiffany); Construction Oversight, April 8 (Tiffany); Teen Program Collab, April 11 (Caroline); Env. Testing Follow-Up, April 12 (Tiffany); Grants, April 12 (Tiffany); IFLS YS Check-In, April 13 (Caroline); EPL special staff mtg., April 19 (all staff); Pre-Con meeting, April 20 (Tiffany); Landscaping, April 20 (Tiffany, Judy)
- b. Professional Development: Enhancing Your Workplace Culture webinar (Tiffany); CliftonStrengths: Name It, Claim It, Aim It webinars (Tiffany)

Ellsworth School District
Student Art
on display through May 6th

