

Ellsworth Public Library Board of Trustees Meeting Minutes  
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011  
Tuesday, August 23rd, 2022

Called to Order by Judy Perkins at 5:17PM

Board Members Present: Mike Harris, Angie Whelan, Judy Perkins, Sharon Hofmeister, Lance Austin (sitting in for Mindy Anderson)

Board Members Absent: Mindy Anderson, Angie Bjork, Dawn Schulte

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

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve August Agenda: 1st by Mike, 2nd by Lance. Motion carried.

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

#### Current Business

Financial Report: Tiffany reviewed the financial report. To note, transfer of funds to CCF bank account did not yet go through, but it was added to the report to ensure consistency. Motion to approve made by Mike, 2nd by Sharon. Motion carried.

Monthly Expenditures: Tiffany reviewed the monthly expenditures. Nothing unusual to report. Motion to approve made by Angie W, 2nd by Judy. Motion carried.

Review and approval of building project-related invoices and possible transfer of funds. Motion to approve \$2825 by Angie W, 2nd by Judy. Motion carried.

Director's Report: Tiffany reviewed. Some great kids programs with over 100 participants. Summer library program had 189 participants. September is Library Card Sign-Up Month. Possibly filled the library clerk position. Motion to approve made by Angie W, 2nd by Sharon. Motion carried.

School Representative Report: No report.

Village Representative Report: Interviews happening for the Administrator/Clerk-Treasurer position.

Friends of the Library Report: August 4th Friends stuffed envelopes and sent communication to all original donor lists, gala lists, etc., asking for additional donations. 200 letters total went out. Discussed Little Free Libraries, some were removed for lack of good placement. Three total sit on public property and are maintained by the Friends group. Replacements were ordered for those three. Caroline will get high school student volunteers to paint and finish them. No meeting until September. Bobbie will be leaving the community and a new representative will be appointed to attend meetings and report.

Building Project Update including furnishings, stucco repair/exterior paint: Jodi Nelson is no longer working on the project. Mark Paschke from Ayres will see the project through. Some furniture pieces

have been pushed back as long as 15 weeks. Lots of progress in the interior fixtures. Pre-punch list this week with John. Weekly report reviewed.

Update & possible Action of Phone System for 388 W Main Street: A new option that will be less expensive was presented after the last meeting. New system would utilize 3 APBA lines and 3 VOIP lines. Would save approx \$60 per month plus 2 months free and a rebate for the equipment. Motion to approve Solution A (new option) made by Mike, 2nd by Angie W. Motion carried.

Update of Online Donation Account: Merchant services account has been closed, as well as the Clover account for payments. The Associated Bank account will remain open for 60 days to capture any funds lagging.

Update of ACT 150 reimbursement: F&P committee approved reimbursement at 85%. Still needs to go through the full board.

### New Business

Discussion & Possible Action of landscaping in front of 388 W Main Street: Received quotes from Rockworks for \$3,675 and Sargents for \$9,965. The board recommends using Rockworks. Motion made by Judy and 2nd by Lance. Motion Carried.

Discussion & Possible Action of holidays as listed in personnel policy: Postponed until next meeting.

Discussion & possible action of 2023 closed dates: Postponed until next meeting.

Discussion and action of library closure September 15th for staff training: Mental Health First Aid training to take place. Library will be closed from 10AM-12PM. Motion to approve made by Angie W., 2nd by Mike. Motion carried.

Appointment of library budget committee for 2023: Judy and Angie W. will work with Tiffany and John Thompson.

Discussion and possible action of new capital campaign donation thank you letter: Tiffany will put a letter together and bring it to the next meeting to sign.

Tour of new construction site following meeting. No official business during this time.

Adjourn at 5:56PM

Respectfully submitted by Angie Whelan

# Ellsworth Public Library

## Director's Report

### August 23, 2022

#### 1. July Statistics:

- a. Total circulation: 4,796 (down from 4,894 July 2021)
- b. New patrons: 17 (down from 21 July 2021)
- c. New items: 99 (down from 157 July 2021)
- d. Public access comp. sessions: 92 (up from 75 July 2021)
- e. Wireless sessions: 293 (down from 368 July 2021)
- f. E-materials checkouts: 1,025 (up from 835 July 2021)
- g. Website pageviews: 1,845 (up from 1,715 July 2021)
- h. Door count: 2,292 (up from 1,956 July 2021)

#### 2. Activities/Programs

##### a. July/August (title, date, attendance):

Teen Meet-Up: Crafts	7/26	10
Totally Turtles	7/27	101
Poolside Storytime	7/28	4
Hoof on the Roof	7/28	168
Storytime: Turtles	7/29	22
Beach Party	8/3	48
Poolside Storytime	8/4	17
Storytime: Garden Fiesta	8/5	5
Sacred Blossom Farm	8/9	14
Doodle Club	8/9	7
Morning Book Club	8/11	7
Storytime: Oceans	8/12	5
LEGO in the Park	8/16	4
Comm. Book Club	8/18	6
Storytime: Pirates	8/19	25



##### Other:

- Summer Library Program: 189 registrations (50 adults, 23 teens, 69 kids age 6-11, 47 littles); 125 returned logs; 1,495 hours read by adults/teens/kids; 2,460 books read by/to littles; 1,464 activities completed; 200+ prizes & 131 books awarded
- Newbery Reading Challenge – 11 reviews returned by 7 people in July
- 328 Grab & Go kits & passive programs incl. shell identification, sidewalk chalk, ocean animal wood ornaments & more!
- 28 tie-die kits delivered to Ellsworth Health Services & Preferred Senior Living in partnership with Brush Strokes

b. Upcoming

- i. September is Library Card Sign-Up Month
- ii. Together Thursday: Tommy Bentz Band – Aug. 25 at East End Park (part of Ellsworth E3 Summer Fun Series)
- iii. Discover Together Tuesday: Fiesta in the Garden – Sep. 13 at Food Pantry
- iv. Robotics for Kids – Sep. 17 at senior center
- v. Banned Books Week – Sep. 18-24

3. Facilities/Equipment/Services

- a. MORE directors considering switch from Decision Center to Library IQ for collection development and statistical analysis
- b. L.E. Phillips Memorial Public Library in Eau Claire preparing to re-open in early September

4. Personnel & Volunteers

- a. Meetings: West. Wisc. telehealth grant, Aug. 5 (Caroline, Tiffany); AT&T, Aug. 8 (Tiffany); SenSource, Aug. 8 (Tiffany); Pierce County Finance & Personnel, Aug. 8 (Tiffany); Donor meeting, Aug. 10 (Tiffany); MORE Operations, Aug. 15 (Laurie); Pierce County Hist. Assoc., Aug. 16 (Mindy, Tiffany); Director check-in, Aug. 19 (Tiffany); director attending weekly construction meetings
- b. Professional Development: Mental Health First Aid (all staff)
- c. Library Clerk position remains unfilled; alternative staffing options are being considered.

