

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011
Tuesday, July 26th, 2022

Called to Order by Mike Harris at 4:01PM

Board Members Present: Dawn Schulte, Mike Harris, Angie Whelan, Mindy Anderson

Board Members Absent: Sharon Hofmeister, Judy Perkins, Angie Bjork

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve July Agenda: 1st by Angie W, 2nd by Mindy. Motion carried.

Motion to Approve June Minutes and Special July Minutes: 1st by Mindy, 2nd by Dawn. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. Just over \$5000 in the Village account. This account cannot go under \$5000 without generating a service fee. A transfer will need to be made to cover new expenditures. Motion to approve made by Angie W, 2nd by Mindy. Motion carried.

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

Review and approval of building project-related invoices and transfer of funds including a 30% deposit for furniture. Motion to approve \$88,288.43 by Dawn, 2nd by Angie W. Motion carried.

Director's Report: Tiffany reviewed. New patrons way up in June at 47. Caroline continues to put together many popular programs using a great variety of public spaces throughout the community. Passport program is finished. Summer Reading program wraps up in early August. CVTC has joined the MORE library system. Trustee training week coming up in August. Library clerk position will be posted this week. Motion to approve made by Dawn, 2nd by Mindy. Motion carried.

School Representative Report: No report.

Village Representative Report: Comprehensive plan rough draft has been written. Laurie Neely has filled the trustee vacancy. Need helpers for the election on August 9th. The Pierce County Fair Parade will return this year. Still discussing the old Junior High building situation. Looking at applications for administrator clerk/treasurer position vacancy.

Friends of the Library Report: No report.

Building Project Update: Weekly report reviewed.

Discussion & Possible Action of Online Donation Account: Motion made to cancel the current online donation account that is costing money and receiving very little funding and transfer the leftover funds balance of \$5038.26 to WESTconsin account made by Angie W, seconded by Mindy. Motion carried.

New Business

Discussion & Action of Phone System for 388 W Main Street: Tiffany recommends the AT&T proposal as a couple of other services in the building are being provided through them. Motion to approve AT&T for phone system made by Dawn, 2nd by Mindy. Motion carried.

Discussion & Possible Action of landscaping in front of 388 W Main Street: Contacted several companies to design and maintain the front building. Currently two are actively working on proposals. We will wait until we get the information from both and possibly others to make a decision at the next meeting.

Discussion & Possible Action of Donor acknowledgement for in-kind services: Motion to approve acknowledging in-kind services on a case by case basis and allowing Tiffany to use her best judgment made by Angie W, 2nd by Dawn. Motion carried.

Discussion & Possible Action of ACT 150 reimbursement: Update given on the current status of ACT 150 and ACT 420 county funding. No action needed.

Presentation of 2023 MORE Budget: Tiffany presented the current costs associated with being a part of the MORE library system. We are at \$13,559, just slightly higher than last year.

Adjourn at 5:17PM

Respectfully submitted by Angie Whelan

Ellsworth Public Library

Director's Report

July 26, 2022

1. June Statistics:

- a. Total circulation: 4,537 (up from 4,383 June 2021)
- b. New patrons: 47 (up from 20 June 2021)
- c. New items: 141 (down from 176 June 2021)
- d. Public access comp. sessions: 104
(up from 43 June 2021)
- e. Wireless sessions: 309 (up from 301 June 2021)
- f. E-materials checkouts: 953 (up from 795 June 2021)
- g. Website pageviews: 1,787 (down from 1,808 June 2021)
- h. Doorside pickup appts.: 2 (down from 106 June 2021)
- i. Door count: 2,114 (up from 1,734 2021)



2. Activities/Programs

a. June/July (title, date, attendance):

LEGO in the Park	6/21	7	Doodle Club	7/12	2
Trimbelle Nature Day	6/22	60	Randy Peterson	7/13	57
Landscape, Pollinators	6/22	virt	Morning Book Club	7/14	8
Morning in the Garden	6/23	3	Poolside Storytime	7/14	15
Poolside Storytime	6/23	13	Storytime: Boats	7/15	22
Glacial Landscapes (virt)	6/23	42	Ocean Crafts	7/18	5
Storytime: Summer	6/24	16	LEGO in the Park	7/19	9
Ocean Crafts	6/27	19	Brian Richards	7/20	83
SLP Kickoff Pool Party	6/29	98	Fiesta in the Garden	7/20	0
Poolside Storytime	6/30	13	Swedish Pancakes	7/20	virt
Tog. Thurs.: Patchouli	6/30	125	Morning in the Garden	7/21	2
MN Jack Sparrow	7/6	92	Poolside Storytime	7/21	27
Poolside Storytime	7/7	10	Storytime: Shells	7/22	17
Storytime: Water	7/8	3	Summer STEM	7/23	9
4-H Showcase (sr cent)	7/12	29			

Other:

- 224 registered for summer library program so far (ends Aug. 5)
- 26 water globe kits delivered to Ells. Health Services and Pref. Senior Living
- 41 participants in Teen Book Box program
- Newbery Reading Challenge – 26 reviews returned by 9 people in June
- Explore MORE Passport Program – 84 passports issued; 78 stamped (ended July 15)
- 259 Grab & Go kits incl. jellyfish windsocks, socktopus, message in a bottle & more!

b. Upcoming

- i. Summer Library Program Celebration Beach Party – Aug. 3 at Summit Park

- ii. Farmer Tony of Sacred Blossom Farm – Aug. 9 in senior center
- iii. Summer STEM: Messy Matter – Aug. 20 at East End Park
- iv. Art in the Park drop-in program for all ages – Aug. 22 at East End Park
- v. Teen Meet-Up: Grill n’ Chill – Aug. 23 at Summit Park

3. Facilities/Equipment/Services

- a. CVTC now a MORE-member library
- b. Weeded picture books being rehomed through Pierce County Food Pantry
- c. Pierce County Historical Assoc. farming display at library beginning 2nd week of August

4. Personnel & Volunteers

- a. Meetings: FoodWise, June 21 (Caroline); Exit Interview, June 22 (Crystal, Judy, Tiffany); PCPH grant, June 22 (Tiffany); Auditor, June 24 (Tiffany); Park Pack grant acceptance, June 28 (Caroline); Collaborative program, June 28 (Caroline); Furnishings, June 30 (Tiffany, Caroline); Fundraising, July 6 (Tiffany); Friends, July 7 (Alyssa, Tiffany); Signage, July 8 (Mindy, Tiffany); ACT 150, July 8 (Pierce County directors); West. Wisc. telehealth grant, July 8 (Caroline, Tiffany); FoodWise, July 11 (Caroline); Village Board, July 11 (Tiffany); Hudson Rotary re: park packs, July 13 (Caroline); Furnishings, July 14 (Tiffany); MORE Director’s Council, July 15 (Tiffany); Summer STEM planning, July 16 (Caroline); Collaborative program, July 18 (Caroline); IFLS Public Services consultant, July 19 (Tiffany); Signage, July 20 (Tiffany); photo collage, July 20 (Mindy, Tiffany); Program planning w/ Brush Strokes, July 22 (Caroline); ACT 150, July 22 (Pierce County directors); EPL staff meeting, July 26 (all staff); director attending weekly construction meetings
- b. Professional Development: CliftonStrengths Manager Coaching Session, June 24 (Tiffany); Trustee Training Week is August 22-26
- c. The open Library Clerk position will be posted in-house, on social media, on Indeed, Handshake, and the IFLS website.

Trimbelle Nature Day
June 22, 2022

