

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011
Tuesday, June 21st, 2022

Called to Order by Judy Perkins at 4:01PM

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

Board Members Absent: Dawn Schulte

Others Present: Tiffany Meyer (Director), Tony Birkel

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve June Agenda: 1st Sharon, 2nd Mike. Motion carried.

Motion to Approve May Minutes: 1st Angie W, 2nd Angie B. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. It was confirmed all requested money has been moved to the appropriate accounts. 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 Mindy, 2nd by Angie B. Motion carried.

Review and approval of building project-related invoices and transfer of funds. Motion to approve \$3918.03 by Sharon, 2nd by Angie W. Motion carried.

Director's Report: Tiffany reviewed. Storytime at the park has been a big hit. Summer reading program kicks off tomorrow. Sponsoring 3 nights of music at Summer Fun Series. Everything is shifting to One Drive from Google. MORE budget to be approved in July. Partnering with WesternWI Health for virtual mental health visits, grant received. Partnering with workforce resource for students to get work experience. Motion to approve made by Mindy, 2nd by Angie B. Motion carried.

School Representative Report: No report.

Village Representative Report: The administrator/clerk-treasurer was terminated, search in progress to fill position. A lot of discussion happened about change orders for the library, and regarding the old junior high. Looking for ARPA funding to remove.

Friends of the Library Report: No report.

Building Project Update: Weekly updates available to review. Board will tour the building after the meeting.

Discussion & Possible Action of Online Donation Account: Postponed until Friends of the Library are able to meet and discuss.

Discussion & Possible Action of Donor Wall Designs (levels, title, color): Tony Birkel shared his thoughts on which donor wall image was his preference, the one with all donors \$1000 and up. Naming the categories was discussed as follows: \$100,000 Saga, \$20,000 Trilogy, \$10,000 Novel, \$5000 Sonnet, \$1000 Essay. The board requested this be submitted to Kathy for a quote. Prairie Grass was the recommended color for the background.

Discussion & Possible Action of Exterior Signage: Discussion about visual design of text and logo on the exterior signage. It was recommended by Mindy to go with bronze versus color, board agreed.

New Business

Discussion & Action of Ayres Proposal for Additional Services: Jodi is proposing an additional \$5000 for services above and beyond original quote. Motion to approve made by Mike, 2nd by Judy. Motion carried.

Discussion & Possible Action of Furniture Purchases for 388 W Main Street: Companies were given a deadline of today at noon for quotes for furniture. All companies requested an extension. Some quotes have been received, John and Tiffany will go over them closely and a special meeting will be scheduled for Friday, July 1st, at 9AM, at the senior center to approve.

Discussion & Possible Action of Moving Company Quotes for 388 W Main Street: Moving company cannot be scheduled until we know when furniture will arrive. Library would close for a week to prepare and complete move with staff help. Board ranked the moving companies first choice Yerges, second Eau Claire Business Interiors, and Daymakers last.

Discussion & Possible Action of Naming Rights Acknowledgement for 388 W Main Street: Board approved text only on the room signs except for Nilssen's, who requested a monotone logo on the sign by the circulation desk. Tony suggested requesting just the word in the desired font rather than the entire logo. Tiffany will bring a list of the naming rights donors to the next meeting for approval.

Discussion & Possible Action of Interior Signage for 388 W Main Street: Design with colored background and simple white font was recommended as shown.

Discussion & Possible Action of Phone System for 388 W Main Street: Tiffany has been collecting quotes and doing research, but is not ready to present options for approval. She will also reach out to the building committee and other libraries in the area for information and assistance.

Adjourn at 5:23PM

Respectfully submitted by Angie Whelan

Ellsworth Public Library

Director's Report

June 21, 2022

1. May Statistics:

- a. Total circulation: 3,438 (up from 2,362 May 2021)
- b. New patrons: 6 (up from 2 May 2021)
- c. New items: 182 (up from 172 May 2021)
- d. Public access comp. sessions: 79 (up from 29 May 2021)
- e. Wireless sessions: 203 (up from 202 May 2021)
- f. E-materials checkouts: 851 (down from 868 May 2021)
- g. Website pageviews: 1,762 (down from 2,359 May 2021)
- h. Doorside pickup appts.: 4 (down from 356 May 2021)
- i. Door count: 1,937 (up from 99 May 2021)



2. Activities/Programs

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

Morning Book Club	6/9	7	Doodle Club	6/14	8
Morning in the Garden	6/9	7	Comm. Book Club	6/16	5
Storytime: Cows	6/10	53	Storytime: Bees	6/17	57
Shipwrecks (senior)	6/14	24	Summer STEM	6/18	12

Other:

- 26 “stained glass” paint kits delivered to Ells. Health Services and Pref. Senior Living
- 35 participating in Teen Book Boxes
- Newbery Reading Challenge – 10 reviews returned by 6 people in May
- 37 interactions with Ocean I Spy bottles so far
- 59 stamps/passports given for Explore MORE Passport Program (ends July 15th)
- 202 Grab & Go kits included spring crafts, rainbow crafts and more!

b. Upcoming

- i. Summer Library Program: Oceans of Possibilities begins June 27!
 - a. Registration opens June 22
 - b. Kick-off party at Klaas-Jonas Community Pool June 29
- ii. Together Thursdays – part of E3 Summer Fun music series at East End Park
 - a. June 30 – Julie Patchouli & Terra Guitarra
 - b. July 28 – Hoof on the Roof
 - c. August 25 – Tommy Bentz Band
- iii. Afternoon family shows at Summit Park
 - a. July 6 – MN Jack Sparrow (pirate history)
 - b. July 13 – Henry and the Treasure Chest w/ musician Randy Peterson
 - c. July 20 – Kids Who Read ‘R’ Cool magic show w/ Brian Richards
 - d. July 27 – Totally Turtles (live animals)

3. Facilities/Equipment/Services

- a. Google Suite no longer available as of June 30; switch to OneDrive
- b. MORE budget to be approved July 15; depending on new products and use of carryover funds, anticipate an increase of \$200-600
- c. Western Wisconsin Health included EPL in a grant to provide telehealth services at the new library; details to come
- d. EHS students hosted a tennis camp funded through a grant; rackets will be donated to the library to check out to community members
- e. EPL is partnering with Workforce Resource on a work readiness program for a high school student; 10 hours/week for 6 weeks starting July 6

4. Personnel & Volunteers

- a. Meetings: Construction, June 1 (Tiffany); Signage, June 6 (Mindy, Tiffany); Village Board, June 6 (Tiffany); Construction, June 8 (Tiffany); Yerges Moving, June 8 (Tiffany); IFLS Youth Service check-in, June 8 (Caroline); Asst. Librarians, June 9 (Alyssa, Crystal, Laurie, Tiffany); ARPA funds, June 9 (Tiffany); Summer STEM program/grant, June 12 (Caroline); EPL Building/Space, June 14 (Caroline, Tiffany); Emergency Village Board, June 14 (Tiffany); Construction, June 15 (Tiffany); Phone System, June 15 (Tiffany); Daymakers Moving, June 16 (Tiffany); Workforce Resource internship, June 16 (Caroline, Tiffany); MORE budget hearing, June 17 (Tiffany); audit/library needs, June 17 (Tiffany); staffing needs, June 17 (Heidi, Tiffany); EPL staff, June 21 (all staff)
- b. Professional Development: Trustee Training Week is August 22-26
- c. Crystal Johnson submitted a letter of resignation with her last day being July 1; Heidi Sundet will be promoted to Assistant Librarian as of Aug. 1

