

Ellsworth Public Library Board of Trustees Meeting Minutes
Ellsworth Public Library, 312 W Main Street, Ellsworth, WI 54011
Tuesday, December 13th, 2022

Called to Order by President Judy Perkins at 5:15PM

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

Board Members Absent: Angie Bjork

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

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

Motion to Approve November Minutes: 1st by Mike, 2nd by Mindy. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. Negative balance represents money moved from one account to another not recorded before the end of the month. Motion to approve made by Dawn, 2nd by Judy. Motion carried.

Monthly Expenditures: Tiffany reviewed the monthly expenditures. Higher spent items from Packer Grant for robotics program and items for teen room. Nothing unusual to report.

Reviewed building project-related invoices and transfer of funds.

Pierce County Abstract- \$850, M&J- \$8745.81, WE Energies \$992.44, Excel Energy \$805.21, Total- \$11,393.46

Motion to approve made by Dawn, 2nd by Mike. Motion carried

Director's Report: Tiffany reviewed. Participated in the Light Up the Fair event. \$4000 Packer Foundation Grant accepted by Mike Benoy and Caroline for the robotics program. Motion to approve made by Mindy, 2nd by Angie W. Motion carried.

School Representative Report: No Report.

Village Representative Report: Budget continued to be worked on and approved.

Friends of the Library Report: No Report.

Building Project Update: Reviewed Leo's M&J report. Hoping construction is done by the end of the year. Looking to move the week of January 16th. Library will be closed during that time. Grand opening January 23rd, Open to the public January 24th. Motion to purchase Humpty Dumpty Sculpture made by Mike, 2nd by Dawn. Motion Carried.

Discussion and possible action re: new policies following legal review: Changes accepted as presented.

New Business

Discussion and possible approval re: changes to Ellsworth Public Library Personnel Handbook Vacations and Sick Leaves sections based on Village of Ellsworth moving to a Paid Time Off (PTO) model: Motion to approve changing to a PTO system and update the handbook made by Mike, 2nd by Sharon. Motion Carried.

Approval of quote from Signation for remaining interior signage and window film: \$1325 quote came in. Hoping to do the work in the first Part of January. Window film for play space, hours and open days on entrances, building number at both entrances, additional signage for time capsule and art walls. Motion to approve made by Mindy, 2nd by Judy. Motion Carried.

Discussion and possible approval re: handling of Smart TVs being replaced in the future library space: Motion to approve giving existing TVs in need of replacement to non-profit or local governmental agencies at no cost made by Judy, 2nd by Mindy. Motion Carried.

Discussion of upcoming library board vacancy: Angie W. resigning from board at end of January, Dawn not extending her term beyond her May end date. Need replacements outside of the village.

Discussion and possible approval re: matching funds for Vibrant Spaces grant: Talking about applying for WEDC Vibrant Spaces grant for landscaping costs. Using the space under the overhang to create a space for games, tables, etc., to create placemaking opportunities for residents in the downtown neighborhood. Motion to commit anonymous donor \$50,000 coming in 2023 as a match for \$50,000 grant made by Sharon, 2nd by Dawn. Motion carried.

Adjourn at 6:04PM

Next Meeting on January 31st at the new building.

Respectfully submitted by Angie Whelan

Ellsworth Public Library

Director's Report

December 13, 2022

1. November Statistics:

- a. Total circulation: 3,883 (up from 3,138 Nov. 2021)
- b. New patrons: 5 (down from 11 Nov. 2021)
- c. New items: 207 (down from 210 Nov. 2021)
- d. Public access comp. sessions: 62 (up from 51 Nov. 2021)
- e. Wireless sessions: 282 (down from 410 Nov. 2021)
- f. E-materials checkouts: 868 (down from 870 Nov. 2021)
- g. Website pageviews: 2,278 (up from 1,896 Nov. 2021)
- h. Door count: 1,924 (up from 1,623 Nov. 2021)

2. Activities/Programs

a. November/December (title, date, attendance):

Storytime: Polar Bears	12/2	11
Morning Book Club	12/8	8
Storytime: Stars	12/9	9

Other:

- Newbery Reading Challenge – 7 reviews returned by 5 people in November
- Cyber Monday Book Bundle Giveaway – 42 participants

b. Upcoming

- i. S'mores & Stories at Light Up the Fair Dec. 8, 9, 16, and 17 from 5-8 p.m. (Pierce County Fairgrounds)
- ii. Teen Meet-Up: Cocoa, Cookies & Crafts Dec. 22 at 4 p.m. (lower level of library)
- iii. Drop-In Craft Night for all ages Dec. 22 from 5:30-7 p.m. (library)

3. Facilities/Equipment/Services

- a. Library closed Dec. 23-26 & Dec. 30-Jan.2 for winter holidays

4. Personnel & Volunteers

- a. Meetings: Vibrant Spaces grant discussion, Nov. 30 (Tiffany); boiler damage walkthrough, Dec. 1 (Tiffany); Village Salary & Labor, Dec. 1 (Tiffany); Special Village Board, Dec. 1 (Tiffany); Western Wisc. Health telehealth grant, Dec. 5 (Caroline, Tiffany); Village Board, Dec. 5 (Tiffany)
- b. Professional Development: Sprinkler and HVAC system training, Dec. 8 (Crystal, Tiffany)
- c. Judy Perkins and Sharon Schulze attended Hancock Lodge Friends Night on Dec. 8th to accept a donation to the Friends of the Ellsworth Public Library for the building project.

- d. Engineer Mike Benoy and Youth Services Librarian Caroline Herfindahl attended the Packer Foundation Grant Recipient Luncheon in Green Bay on Dec. 8. They are pictured below accepting the Packer Foundation Grant check from Former Badger and Packer player Jared Abbrederis on behalf of the Friends of the Ellsworth Public Library for Robotics Exploration +. The Library (through the Friends) was awarded \$4,000, which will be used to purchase robot kits and Chrome books to program them. We also hope to utilize the Chrome books for other programs and in-library use.

