

Ellsworth Public Library Board of Trustees Minutes
Ellsworth Public Library, 388 W. Main Street, Ellsworth, WI 54011
Wednesday, March 29, 2023

Called to Order by Judy Perkins at 5:19 p.m.

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

Others Present: Tiffany Meyer (Director), Jeanette Wright, Holly Adkins, Carter Schutz

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve May Agenda by Dawn, second by Mindy. Motion carried.

Motion to Approve February Minutes by Angie, second by Henri. Motion carried.

Current Business

Financial Report: Tiffany reviewed the financial report. Mindy moved to approve the financial report. Second by Dawn. Motion carried

Monthly Expenditures: Tiffany reviewed the monthly expenditures. Angie moved to approve the monthly expenditures, capital invoices, and transfer of money, if necessary. Second by Dawn. Motion carried.

Director's Report: Tiffany reviewed statistics, activities/programs, upcoming events, facilities/equipment/services, personnel and volunteers. An additional library clerk position has been posted. Dawn moved to approve Director's Report. Second by Judy. Motion carried.

School Representative Report: Angie indicated the district is engaged in the testing process. The district is also working on a grant that addresses educational set-backs caused by the COVID pandemic.

Village Representative Report: Mindy indicated the Village downtown design is being reviewed. A new deputy clerk has been hired. The police department hired a part-time administrative assistant. New police officers have been hired. The community summit was held March 28th. The Village is working on a parks and recreation plan.

Friends of the Ellsworth Public Library (FEPL) Report. Jeanette indicated that due to increased costs, Mike Benoy has agreed to oversee the FEPL website. Beth Kidd and Dawn Benoy will be overseeing the FEPL Facebook page. Karen Meyer will be overseeing the new book sale shelf in the library. The FEPL have applied for a grant from the Ellsworth Power of 100 group. FEPL annual meeting is coming up.

Signage in Children's Area: Royal Credit Union (RCU) gave a donation for naming rights to the Children's Area of the library. Originally, the signage was RCU Children's Area. They now want the full name on the signage (Royal Credit Union Foundation) as that is what they now use for their marketing. They indicated they (Royal

Credit Union Foundation) would pay for the new signage. This will be a larger sign as well. It was noted that the library is in compliance what was originally asked for signage. The board recognizes that RCU has officially changed their name to Royal Credit Union Foundation. Carter suggested that if we approve this, we need to develop policy regarding maximum size for signs, color etc. Any person or agency who asked to change a sign must pay for the changes as well. Motion was made by Angie to approve the change from the RCU sign to Royal Credit Union Foundation provided they pay for the changes. Second by Henri.

New Business

Demonstration of Midwest PANO Virtual Tours: This item was discussed prior to Current Business to accommodate our guest, Holly Adkins. Holly has been working with many libraries in the Midwest. She provided an example of the website for the Bertha Bartlett Library in Iowa. The company works with Google Maps and Google Street View. Holly's company would take pictures of the inside of the library that would be used for a panoramic virtual tour of the library on our website. Google Maps would show our current library rather than the old site. This would come up first on any Google searches for the Ellsworth Public Library. Holly indicated this would optimize the library's business profile. Cost would be \$49.99 per picture and an annual hosting subscription of \$289. Tiffany will follow-up with Holly. No action taken.

Secretary Position: Angie will be acting secretary for our next meeting. Officers will be determined at the next meeting.

Library Board Member Tablets: Discussion ensued regarding tablets not being used. Motion was made by Mindy that the library board members turn in their tablets and keyboards so that the tablets/keyboards can be used by the library in other ways. Second by Henri. Motion carried.

Policy updates (personnel handbook, health emergency policy, long-range plan, materials selection/statement of concern): Discussion ensued regarding the development of a committee to review these policies. Action tonight is needed only for the materials selection policy. The American Library Association indicated book challenges doubled from 2021 to 2022. Our library has had challenges to Pride month materials and other LGBTQ+ books/materials. We need to review, update and promote policies. Tiffany showed the board the current material selection form and new modernized form. Motion made by Angie to change the title and move to the new modernized material selection form. Second by Judy. Motion carried.

Meeting adjourned at 6:35 p.m.

Next Meeting: Tuesday April 25, 2023.

Respectfully submitted by Mike Harris.

Ellsworth Public Library

Director's Report

March 29, 2023

1. February Statistics:

- a. Total circulation: 5,250 (up from 3,604 Feb. 2022)
- b. New patrons: 89 (up from 14 Feb. 2022)
- c. New items: 128 (down from 173 Feb. 2022)
- d. Public access comp. sessions: 126 (up from 49 Feb. 2022)
- e. Wireless sessions: 477 (up from 286 Feb. 2022)
- f. E-materials checkouts: 857 (down from 877 Feb. 2022)
- g. Website pageviews: 2,237 (down from 2,360 Feb. 2022)
- h. Door count: 2,860 est. (up from 1,722 Feb. 2022)

2. Activities/Programs

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

Sat. Story Spectacular	2/25	11
Therapy Dog Maggie	2/28	6
Author Visit: E. Gregory	2/28	30
Storytime: Tractors	3/3	34
PKC Visits	3/6	17
PKC Visits	3/7	24
Morning Book Club	3/9	10
Storytime: Kits	3/10	21
Therapy Dog Maggie	3/13	4
St. Francis Singers	3/14	21
Doodle Club	3/14	8
Teen Ribbon Cutting	3/16	4
Teen Book Box Party	3/16	9
Comm. Book Club	3/16	4
Storytime: Wet	3/17	30
Robotics Exploration	3/18	19
LEGO at the Library	3/21	37
Storytime: Ducks	3/24	27
Sat. Story Spectacular	3/25	33

Author Event with Elise Gregory
Feb. 28, 2023



Other:

- 28 Days of Maker Magic – 134 participants
- Book Character Hunt 2.0 – 23 participants
- Frozen February Fun – 23 participants
- Storytime to Go – 43 grab bags were created for families to enjoy at home
- Senior outreach – 26 kits Pot of Gold door signs sent to Preferred Senior Living and Ellsworth Health Services in partnership with Brush Strokes

b. Upcoming

- i. EPL Mini Art Show supplies available April 10 to return by April 28
- ii. Teen Meet-up: Karaoke April 13 at 4 p.m.
- iii. Outreach at Pierce County Employee Safety/Wellness Fair April 20
- iv. National Library Week April 23-29

3. Facilities/Equipment/Services

- a. Heating system repair in SW corner of building March 23 (Matt's Electric)
- b. Light component replacement began March 22 (Reece Electric)
- c. Experiencing delays re: furniture punchlist (Library Furniture International)
- d. Alarm system lines sched. for installation March 29 (postponed from March 20; AT&T, LVC)
- e. Reference Transactions Survey March 27-April 1 (data for annual report)
- f. Tony Birkel attempting to coordinate with donor re: display case in Makerspace
- g. Continuing to work with two donors re: acknowledgement
- h. Copier is eight years old; average life span of copier is 8-10 years; received quote from Metro Sales and will request quote from Coordinated Business Systems as well.
- i. Concern raised re: lighting on south side of building off of Main St.
- j. Grant update: finalist for the Power of 100, Sharon S. and Becky B. presenting April 13; Kubota Hometown Proud Grant due March 30; \$20,000 of \$50,000 received from pledge donor

4. Personnel & Volunteers

- a. Meetings: Trustee Orientation, March 1 (Henri, Judy, Tiffany); Metro Sales, March 2 (Tiffany); Family Resource Center St. Croix Valley, March 2 (Tiffany); Friends of EPL, March 2 (Alyssa); Volunteer Interview, March 6 (Tiffany); Volunteer Orientation, March 8 (Tiffany); Youth Services Check-In, March 8 (Caroline, Tiffany); AARP Grant, March 8 (Tiffany, village); Healthier Together Park Packs, March 14 (Caroline); Volunteer Orientation, March 21 (Tiffany); Western Wisconsin Health Behavioral Health Grant, March 23 (Caroline, Tiffany); Volunteer Interview, March 23 (Caroline, Tiffany); Library Budget Items, March 24 (Tiffany, village); Community Summit, March 28 (Henri, Judy, Tiffany)
- b. Professional Development: IFLS Youth Services Workshop, March 2 (Caroline); Intellectual Freedom, casual discussion in person and via email (all staff)
- c. Library Clerk position posted; reviewing applications as they come in.

Spring Break Staycation
120 signed in for Makerspace activities; 160 used the obstacle course!

