

Ellsworth Public Library Board of Trustees Meeting
Tuesday, April 25, 2023 at 5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 5:15

Board Members Present: Judy Perkins, Sharon Hofmeister, Carter Schutz, Mike Harris, Angie Bjork, Henri Jansa, Mindy Anderson

Board Members Absent: None

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

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

Motion to Approve March Minutes: 1st by Henri J, 2nd by Sharon H. Motion carried.

Current Business

- Financial Report: Tiffany Reviewed the financial report.

Correction from last Month: February 2023 Library Gift and Investment fund: \$370,391.86

Motion to approve Financial Report was made by Mike H, 2nd by Mindy A. Motion carried.

- Monthly Expenditures: Tiffany reviewed the monthly expenditures

Under donation expenses the majority of the amount related to sculpture will be reimbursed by Friends of the Library

Invoices needing payment: additional furniture 5,191.80, down payment of 1557.54, Locksmith rekeying \$2026.55

Motion to pay invoices as presented and approve transfer of funds as needed was made by Sharon H, 2nd by Henri J. Motion carried.

- **Director's report:** Tiffany reviewed the directors report.

Statistics show that the library was really busy this month with most data showing an increase. New event to explore all libraries in our area: Explore MORE Passport program

Furniture is backordered hopefully will be in by summer

The Alarm system that was scheduled to be installed is not compatible with system. The process with AT&T has been difficult so a suggestion of researching Midco to see if they may be an option. Tiffany will contact Midco to see what they can do for the library but AT&T contracts will need to be taken care of. Carter S. will assist with the AT&T contract to help the board decide on how to move forward.

Nancy Filkins was hired as library clerk--Anna Mennenga was hired as a substitute library clerk. Motion to approve the directors report was made by Mindy A, 2nd by Mike H. Motion carried.

- School representative report (Angie Bjork) Prom this weekend, roadside clean up NHS, State testing is done

- Village representative report (Mindy Anderson) Ryan Bench and Tom Schutz newly elected to the board Andrew B and Becky B re-elected
- Friends of the Ellsworth Public Library report (Jeanette Wright) Working with Random Acts of Kindness from St. Paul's UCC on free personal care items and the Sculpture reveal at the May 4th meeting

- Discussion and possible action re: Midwest PANO virtual tours:

The virtual tour company extend the quote for another month so the board can decide if they would like to purchase. The price will increase next month. The Board agreed that the price is reasonable: Motion was made by Mike H to purchase the virtual tours from Midwest PANO, and 2nd by Henri J. Motion carried.

New Business

Election of library board officers (annual meeting task)

President: Judy P

Vice President: Mindy A

Treasurer: Sharon H

Secretary: Angie B

Motion made by Mindy A and 2nd by Sharon H to elect members to these positions. Motion Carried

The board reviewed and approved the documents Request for ACT 150 and 420 Funds.

The Resolution document presented was recommended by DPI and IFLS and focuses on the language about banning books. This document is a way for the library board to say we believe in keeping books on the shelf.

Motion was made to adopt the resolution by Mike H and 2nd by Sharon H. Motion carried

Board reviewed the Reconsideration policy to get a book moved or removed from the library. An example: moved from Juvenile to Adult location in the library or if the book needs to be removed because the factual information may be wrong or outdated.

Freedom to view and resolution is new to the library policy. The reconsideration form and the process of submitting the form to the director then presenting the findings to the board was also added. If the director does not have time or has multiple requests at once, the requests will go to an ad hoc committee for assistance. Motion to replace current collection development policy with the new collection development policy as presented was made by Sharon H and 2nd by Mike H.

Motion carried

A Committee for updating handbook policy was made. Committee will consist of Mike H, Sharon S and Judy P.

Adjourned at 6:13pm

Next Meeting: Tuesday, May 30, 2023 at 5:15 p.m.

Respectfully submitted by Angie Bjork

Ellsworth Public Library

Director's Report

April 25, 2023

1. March Statistics:

- a. Total circulation: 6,548 (up from 4,344 March 2022)
- b. New patrons: 72 (up from 26 March 2022)
- c. New items: 189 (down from 190 March 2022)
- d. Public access comp. sessions: 159 (up from 84 March 2022)
- e. Wireless sessions: 658 (up from 363 March 2022)
- f. E-materials checkouts: 1,010 (up from 928 March 2022)
- g. Website pageviews: 2,410 (up from 2,111 March 2022)
- h. Door count: 4,111+ (up from 1,922+ March 2022)

2. Activities/Programs

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

Mystery Quilt Reveal	3/27	52
EES 4 th grade STEM visit	3/29	24
Storytime: Frogs	4/7	22
Senior Center Visit	4/11	17
Doodle Club	4/11	6
Morning Book Club	4/13	8
Teen Meet-Up: Karaoke	4/13	8
Storytime: Bunnies	4/14	25
Robotics Exploration	4/15	17
Therapy Dog Maggie	4/17	12
LEGO at the Library	4/18	29
Comm. Book Club	4/20	9
Storytime: Near and Far	4/21	25

Mystery Quilt Reveal 3/27/23



Other:

- Leprechaun Search – 59 participants
- Storytime to Go – 47 grab bags were created for families to enjoy at home
- Senior outreach – 26 watercolor resist quote kits sent to Preferred Senior Living and Ellsworth Health Services
- Pierce County Safety/Wellness Fair – connected with 90 attendees
- School District Art Show on display until May 5

b. Upcoming

- i. Explore MORE Passport program – April 24 through July 15
- ii. Summer Reading Program promotion at EES – April 28 at 9:45 a.m., 1 p.m., & 2 p.m.
- iii. Mini Art Show – Month of May in History Room Display Case
- iv. Friends of the Ellsworth Public Library Annual Meeting – May 4 at 6:30 p.m.
- v. Free Comic Book Day and Spider Hero Appearance – May 6 from 10 a.m. to noon

- vi. Author Visit: Jessica Peterson – May 11 at 6:30 p.m.
- vii. Fred Johnson vintage selfie photo display – May 8 through July 29 (length TBD)
- viii. Classroom visits scheduled at the library May 2, 3, 4, 8, 10, 11, 15

3. Facilities/Equipment/Services

- a. Heating system repair in SW corner of building seems effective (Matt’s Electric)
- b. Light component replacement continues – a few remaining fixtures (Reece Electric)
- c. Furniture punchlist TBD – long lead times for some vendors (Library Furniture International)
- d. Alarm system lines installed March 29; not compatible with alarm system (AT&T, LVC)
- e. Windows cleaned April 11 (Squeegee Squad)
- f. Tony Birkel attempting to coordinate with donor re: display case in Makerspace – no update
- g. Donor acknowledgement work continues – one project postponed to summer; new signage and donor tiles expected to be installed late spring or early summer
- h. Second notice pledge invoices sent to donors
- i. Grant update: Should hear about WEDC grant May 1 and Kubota Hometown Proud Grant in July; submitting Pierce County Public Health grant application this week
- j. Working with Hillyard on janitorial equipment/supplies/training

4. Personnel & Volunteers

- a. Meetings: Asst. Lib., March 30 (Alyssa, Crystal, Heidi, Tiffany); Village Board, April 3 (Tiffany); Library Clerk Interviews, April 4 (Tiffany, Crystal); Friends of EPL, April 5 (Alyssa, Tiffany); potential volunteer re: art display, April 11 (Tiffany); Collection Development Policy committee, April 11 (Angie, Judy, Tiffany); Youth Services Check-in, April 12 (Caroline, Tiffany); volunteer re: WI reference collection, April 17 (Tiffany); Nature Day planning, April 17 (Caroline); Village Board Organizational meeting, April 18 (Tiffany); Director Check-in, April 21 (Tiffany)
- b. Professional Development: Webmaster Hours, April 13 (Alyssa); Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity, April 18 (Heidi)
- c. Volunteers: Volunteer Appreciation Week celebrated April 16-22 with gift cards for active volunteers
- d. Nancy Filkins was hired as a Library Clerk and Anna Mennenga was hired as a Substitute Library Clerk. Both started April 19, are going through training and are great additions to the EPL team!

