

Ellsworth Public Library Board of Trustees Meeting
Tuesday, March 26, 2024
5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 5:19 pm

Board Members Present: Judy Perkins, Mike Harris, Angie Bjork, Mindy Anderson, Carter Schutz

Board Members Absent: Sharon Hofmeister, Henri Jansa

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law established

Motion to Approve March Agenda: 1st by Mike H., 2nd by Mindy A. Motion carried.

Motion to Approve February Minutes: 1st by Mindy A., 2nd by Angie B. Motion carried.

Current Business

- **Financial Report: Tiffany reviewed the financial report.**

Library accounting is correct; the village fund balance has old numbers in their accounting. The Village has been notified of the issue.

The 499% error from last month's financial report has been fixed.

Motion to approve the Financial Report: 1st by Angie B., 2nd by Carter S. Motion carried.

- **Monthly Expenditures: Tiffany reviewed the monthly expenditures**

The document shows amounts from February 27th -March 22nd.

The library received the rest of the ACT 420 money from neighboring counties.

2 book trucks were purchased from Demco. One of the items was damaged and so Demco refunded the library \$417.05.

Motion to approve the monthly expenditures: 1st by Carter S., 2nd by Mike H. Motion carried.

- **Discussion and possible action re: running list of future expense**

Focus this month is the Paint issues in the upper level -- Staff is looking for a handyman to get this done. Also focusing on the Window coverings on the west and south side of the library.

A leak was discovered in the roof as it does not appear to be pitched properly. Tiffany reached out to Market and Johnson to see if this might be covered from the renovation work. The roofing company will evaluate and will fix if this is something related to the work they did. A local roofing company was contacted as well.

Library may have to look in to a possible full roof replacement as a small leak was also detected in the downstairs restroom.

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

Door counter is not working right now. Therefore, the data for February and March will be off. LEGO at the library continues to be very popular.

A letter was given to the students who violated the library rules on multiple occasions. They are now banned from the library until April and will need to talk with Tiffany before they can return.

The Library was awarded the Libraries Transforming Communities Grant --Work is being done to figure out what accessibility options should be completed. The next step is to have a community meeting to look at the accessibility options and what will be the best fit.

Motion to approve the directors report: 1st by Mindy A., 2nd by Judy P. Motion carried.

- **School representative report (Angie Bjork)**

ACT went well and all students have completed it.

Next week will begin the start of the 4th quarter.

Middle School field trips to Biz town (6th grade) and Finance Park (7th Grade) are coming up. This is a great opportunity for students to learn about the real world.

- **Village representative report (Mindy Anderson)**

There is still talk about digesters.

Water rates will go up according to an upcoming survey.

The election is next week; therefore, this is Mindy's last meeting as the new elected official will take her place.

- **Friends of the Ellsworth Public Library report (Beth Kidd)**

Nothing to report as Beth was absent.

- **Update re: Ellsworth Public Library Centennial in May 2024**

Clues will be on the front door of the library starting May 15th. The next planning meeting is on April 10th at 4:00.

- **Discussion possible action re: window coverings**

Board looked at 4 samples--The staff liked the SolarGard TrueVue 15 as did the library board.

Tiffany reported that the company is a couple of weeks out and 50% down payment is needed to get on the schedule.

Motion was made to order and install the TrueVue 15: 1st by Mike H., 2nd by Mindy A. Motion carried.

New Business

- Discussion and possible action re: culture statement for Ellsworth Public Library

Recommended that the process not involve the board and the director. Tiffany asked key questions to staff to start thinking about what they wanted. The board decided to table this project until the fall as there is too much going on this summer. A suggestion was made to have this be part of the strategic planning process.

Motion to go into closed session: 1st by Mindy A., 2nd by Carter S. Motion carried.

Roll call vote to hold closed session for board consideration of requested leave of absence as authorized by Wisconsin Statutes Section 19.85(1)(c)

Motion was made to approve the leave for the requested days identified: 1st Mike H., 2nd Carter S. Motion carried.

Motion to go back into open session: 1st by Mindy A., 2nd by Mike H. Motion carried.

Meeting was adjourned at 5:51 p.m.

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

Minutes submitted by Secretary: Angie Bjork

Ellsworth Public Library Director's Report March 26, 2024

1. February Statistics:

- a. Total circulation: 5,692 (up from 5,250 Feb. 2023)
- b. New patrons: 38 (down from 89 Feb. 2023)
- c. New items: 85 (down from 128 Feb. 2023)
- d. Public access comp. sessions: 183 (up from 126 Feb. 2023)
- e. Wireless sessions: 877 (up from 477 Feb. 2023)
- f. E-materials checkouts: 1,238 (up from 857 Feb. 2023)
- g. Website pageviews: 1,948 (down from 2,237 Feb. 2023)
- h. Door count: n/a – people counter did not collect data

2. Activities/Programs

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

Teen Meet-up: Waffles	2/27	9
Storytime: Friendship	3/1	22
Storytime: Art	3/8	18
Tech Time	3/11	2
DTT: Great Amer. Eclipse	3/12	27
Morning Book Club	3/14	7
Storytime: Weather	3/15	6
Outreach: Ells. Health	3/15	9
Outreach: Pref. Sr. Living	3/15	8
Robotics Exploration	3/16	11
Therapy Dog Maggie	3/18	13
LEGO at the Library	3/19	37
Community Book Club	3/21	3
Storytime: Caldecott	3/22	10



Other:

- 1,000 Books Before Kindergarten – currently have 43 participants
- Teen Book Boxes – 32 active participants; 14 boxes went out in February
- Adventures in Reading Feb. Challenge – 98 participants completed the challenge
- Middle School lunchtime outreach Feb. 28 – 22 showed lib. card; 6 turned in reading sheets
- Tiffany participated in Project SEARCH mock interviews at RF Area Hospital March 12
- Mystery Quilt program currently has 147 people on the email list
- 56 completed the Winter Bird Hunt in RCU Children's Area
- Makerspace featured printmaking in March (rubblings, stencils, bottlecap prints, bleeding tissue paper, Styrofoam prints)
- Stitchin' Time Crafters continues to meet with 0-3 participants on Wednesdays
- Parent-led chess club continues to meet with 0-9 participants on Saturdays

b. Upcoming

- i. Art rails & canopy tops: Mystery Quilts on display in April
- ii. Makerspace: weekly sculpture exploration in April
- iii. Eclipse viewing glasses available through April 8 or while supplies last
- iv. Discover Together Tuesday: resin coasters April 9 at 11 a.m. at Brush Strokes
- v. EPL Mini Art Show supplies available April 10
- vi. EPL storywalk at East End Earth Day event April 20
- vii. Teen Meet-up: Bookmaking & Snacks April 24

3. Facilities/Equipment/Services

- a. Windows 11 upgrade on eligible computers in early March; self-checkout, history room, and two OPACS might need to be replaced next year
- b. Group of teens banned for disruptive behavior March 13-March 31
- c. \$10,000 Libraries Transforming Communities grant awarded to EPL for building accessibility
 - four mandatory webinars in March
 - April 1, 2024 - grant implementation period starts; must include at least one community conversation with community members with disabilities before beginning project
 - by September 30, 2024 - submit interim report
 - March 31, 2025 - grant implementation period ends; ensure all grant funds are spent down
 - April 30, 2025 - submit final report



4. Personnel & Volunteers

- a. Meetings: Asst. Lib. interview, Feb. 27 (Heidi, Tiffany); local author, Feb. 28 (Tiffany); Capital Campaign Q&A, Feb. 28 (Judy, Tiffany); Asst. Lib. interview, Feb. 29 (Heidi, Tiffany); Spanish/English classes & cards, March 1 (Caroline); Village Board, March 4 (Tiffany); Programs check-in, March 7 (Caroline, Tiffany); website, March 7 (Emily, Tiffany); Friends of EPL, March 7 (Tiffany); volunteer interview, March 12 (Tiffany); volunteer interview, March 12 (Caroline, Tiffany); EPL Centennial, March 13 (Caroline, Henri, Judy, Tiffany); volunteer orientation, March 14 (Tiffany); E3 CDC, March 15 (Tiffany); MORE Directors Council, March 15 (Tiffany); Asst. Lib., March 19 (Crystal, Heidi, Tiffany); book donation, March 20 (Caroline, Tiffany); volunteer orientation, March 21 (Tiffany); Caroline doing centennial research at UWRF Archives and PCHA Feb. 29, March 5, 13, 15.
- b. Professional Development: Nurturing Your Library's Culture, Feb. 22 (Tiffany); LGBTQ Inclusive Trusteeship, Feb. 24 (Tiffany); How to Be Heard, March 3 (Tiffany); Libraries and the Law in Wisconsin, March 3 (Tiffany); LTC grant orientation, March 5 (Tiffany); Can't We All Just Get Along, March 7 (Tiffany); Supporting Transgender Individuals, March 14 (Caroline); Understanding Disability, March 14 (Tiffany); Improving Services, Facilities, and Programs for People with Disabilities, March 20 (Tiffany); Rethinking Registration, March 20 (Caroline)
- c. Assistant Librarian position filled by Robin Kruse, scheduled to begin April 1
- d. Two new volunteers joined the team in mid-March – Anna S. as a circulation volunteer and Cecily E. as a children's program volunteer