

Ellsworth Public Library Board of Trustees Meeting
Tuesday, October 29, 2024
5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 5:15pm.

Board Members Present: Judy Perkins, Mike Harris, Angie Bjork, Laurie Neeley, Sharon Hofmeister, and Henri Jansa

Board Members Absent: Carter Schutz

Others Present: Tiffany Meyer (Director)

Quorum Established/Compliance with Open Meeting Law Established

Motion to Approve October Agenda: 1st by Sharon H., 2nd by Laurie N. Motion carried.

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

Current Business

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

Our numbers are looking good budget wise. The capital expenditures table highlights what money is left. The boiler malfunction amounts are listed from 2022 and payment will be discussed later in the meeting.

Motion to approve the Financial Report: 1st by Mike H., 2nd by Sharon H. Motion carried.

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

Listed by date at the top and bottom by categories.

Received the last installment pledge for this year from J Hines. Also received a couple of reimbursements from the Friends of the library.

The invoice of \$3674.16 for the 2022 boiler malfunction that was taken out of the Capital Expenditures library account for the boiler upgrade needs to be approved by the library board.

Motion to approve the monthly expenditures: 1st by Henri J., 2nd by Laurie N. Motion carried.

Motion to approve the \$3674.16 payment for the 2022 boiler malfunction invoice: 1st by Henri J., 2nd by Laurie N. Motion carried. Sharon H. abstained.

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

The running list of future expenses was shared and a lot of work has been completed. A committee met on October 15 to put a policy together for artwork acquisition. The outdoor renovation is done for now. The quote for the HVAC unit replacement is \$44,000. We also need a quote to replace the controls for the new system. A quote from Bartingale for preventative maintenance was discussed. This would need to be put into the library maintenance budget managed by Brad Vick. Questions should be directed toward Brad as this is at

the beginning stage of the process. The strategic plan surveys are circulating and good information is being collected.

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

Circulation is down a bit but the visitor count is holding strong. Program numbers are doing well.

Motion to approve the directors report: 1st by Sharon H., 2nd by Mike H. Motion carried.

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

Angie B provided a report on School happenings.

- **Village representative report (Laurie Neeley)**

Laurie N provided a report from the Village.

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

Nothing to report as Beth was absent.

- **Update on ALA Libraries Transforming Communities grant project**

Mike, Jeanette and Tiffany held the Community Conversation Meeting at the library, in partnership with Pierce County ADRC. There was good discussion on mobility and other access issues and what we can use the grant money for. Some suggestions included: computer accessibility, door openers for the bathrooms, magnifiers for vision impaired, FM systems for hearing impaired, having a wheelchair on site, etc. The project outlined in the original proposal, automatic door openers and directional signage, was supported. Tiffany filed the interim report on meeting details.

A meeting with Hager City Glass identified that we will have to line up an electrician to complete the automatic door project. This cost was not in the original quote. There is a concern with the interior fire doors.

- **Update on 2025 Ellsworth Public Library budget**

- Discussion and possible action re: professional cleaning services for the library

Tiffany met with the village administrator who requested the library take 3 or 4% out of the municipal appropriation in the budget to help balance the municipal budget. Tiffany adjusted accordingly by changing computer equipment/supplies amount, removing the printer and cloud fax service as it could be a capital expenditure and removed \$1000 out of children services.

Budget committee met and agreed on these suggested changes and will be presented at the village budget meeting.

Cleaning services: No concerns were identified with any of the cleaning companies suggested at our last meeting. Tiffany suggested hiring Oso Clean as the company has the best price and looks to be the best fit for the Library.

Motion to approve the Oso Clean company to clean once a week starting in January 2025: 1st by Henri J., and 2nd by Judy P. Motion carried.

New Business

- Discussion and possible action re: replacement of multifunction printer and purchase of cloud fax service

Tiffany suggested that more research needs to be completed before we make a decision on this. Coordinated Business Systems was the company we went with last time and shows the best price but Metro sales also has an option that might be a better deal depending on the amount of color copies being made. There is concern about Coordinated Business Systems print limit and extra charges for color copies. Metro Sales include color copies in their maintenance agreement. The library paid extra in overages in black and white and color copies last year. A conversation with the printer rep is needed to see if the printer count is accurate. Metro allows for twice as many black and white copies and 1200 colored copies. This might be a better fit for the library. Once more research is done a decision can be made.

- Discussion and possible action re: Art Acquisition Fund

A discussion was had to add another account at WESTconsin to house the donated money versus designating money in the check book for the fund and keeping track using a spreadsheet.

Motion to approve the creation of an Art Acquisition Fund as a separate account and the board will assume oversight: 1st by Mike H., 2nd by Laurie N. Motion carried.

- Discussion and possible action re: approval of Art Acquisition Policy

The committee met and created an Art Acquisition policy. The committee studied and used information from existing policies that are in place at other larger libraries to help with wording.

Motion to approve the Art Acquisition Policy: 1st by Mike H., 2nd by Henri J. Motion carried.

- Discussion and possible action re: personnel handbook revision

The paid time off (PTO) section has caused a little confusion. The part time employees get prorated benefits but it is not clear on the buyout of unused PTO. Full time employees receive up to 80 hours of payout but it was not identified for part time employees with benefits. Suggestion to include 60 hours for part time employees with benefits. Carry over for full time employees is 40 hours and needs to include 30 hours for part time employees with benefits.

Motion to make the changes to the personnel handbook related to PTO starting January 1st: 1st by Mike H., 2nd by Sharon H. Motion carried.

Adjournment: 6:09pm

Next Meeting: Tuesday, November 26, 2024 at 5:15 p.m.

Minutes submitted by Secretary: Angie Bjork

Ellsworth Public Library Director's Report October 29, 2024

1. September Statistics:

- a. Total circulation: 4,596 (down from 5,313 Sep. 2023)
- b. New patrons: 22 (down from 31 Sep. 2023)
- c. New items: 112 (down from 131 Sep. 2023)
- d. Public access comp. sessions: 167 (up from 95 Sep. 2023)
- e. Wireless sessions: 705 (up from 598 Sep. 2023)
- f. E-materials checkouts: 1,195 (up from 1,149 Sep. 2023)
- g. Website pageviews: 2,066 (up from 1,657 Sep. 2023)
- h. Door count: 2,991 (up from 2,912 Sep. 2023)



Planters purchased by Friends of the EPL

2. Activities/Programs

a. September/October (title, date, attendance):

Artist Reception	9/24	9	Tech Time	10/14	0
EMS Lunch Outreach	9/25	135	LEGO at the Library	10/15	19
Storytime: D is for...	9/27	14	Science Week Ag Night	10/17	13
Senior Outreach	9/27	14	Storytime: G is for...	10/18	23
Storytime: E is for...	10/4	20	Robotics Exploration	10/19	4
DTT: Ellsworth Line RR	10/8	51	Tuesday Tales	10/22	11
Meet Maggie	10/8	0	Teen Meet-up	10/22	23
Morning Book Club	10/10	6	EMS Lunch Outreach	10/23	100+
Accessibility Conv.	10/10	10	Storytime: H is for...	10/25	15
Storytime: F is for...	10/11	12			

Other:

- The EHS Childcare Class observed storytime on Oct. 4.
- Caroline worked with Alyssa Nelson to schedule Library Card Sign-up opportunities at Ellsworth High School Oct. 15, 17 & 18 – 11 interactions
- 1,000 Books Before Kindergarten – currently 56 participants
- Teen Book Boxes – 25 active participants; 8 boxes circulated in September
- Adventures in Reading Sep. Challenge – 72 returned logs; 46 completed the challenge
- 18 participants completed the Roald Dahl character search in the RCU Children's Area.
- Makerspace featured Cookies and Science Week in October (origami fortune cookies, cookie cutter art, tree cookie art, imaginative play, and mini homesteads)
- 9 patrons interacted with Fall Favorites display
- The remaining Check Out Wisconsin State Parks passes were claimed in early October.

b. Upcoming

- i. Community Trick or Treat Oct. 31, 3-5 p.m.
- ii. 2nd Annual Teen Photo Contest submissions open Nov. 1-22; voting Nov. 25-27
- iii. Oliver the Alpaca visiting from Eagle Eye Farm for Nov. 1 storytime

- iv. Jen Falkofske Exhibit Opening and Artist Reception Nov. 7, 5:30-7 p.m.
- v. Meet Chef Tucky of Young Acres Nov. 12 at 11 a.m. (senior center)
- vi. Mocktails & Appetizer Tasting Nov. 14, 5:30-7:30 p.m. (Makerspace)
- vii. Dino-vember Extravaganza Nov. 26, 6-7:30 p.m. (Makerspace)
- viii. November Reading Challenge: Family Story Adventures

3. Facilities/Equipment/Services

- a. EHS Day of Service Sep. 25 – outdoor weeding/cleanup; indoor dusting shelves
- b. Friends of EPL purchased two planters for the north side of the building.
- c. Fall window cleaning took place Oct. 8.
- d. Fall carpet cleaning took place Oct. 9 & 10.
- e. Brad V. met with Bartingale reps Oct. 17 regarding HVAC needs.
- f. The fire inspector was onsite Oct. 24.
- g. Tiffany met with Mike K. of Hager City Glass on Oct. 24 regarding automatic door openers.
- h. Contact was made with Fischer Roofing to schedule a fall roof inspection.

4. Personnel & Volunteers

- a. Meetings: Capstone Projects Sep. 25 (Caroline); Chamber Sep. 26 (Caroline, Heidi, Robin); Village Admin check-in Sep. 26 (Sharon, Tiffany); senior outreach Sep. 30 (Caroline); Clerk interviews Oct. 2-3 (Tiffany, Crystal); Art Donation Oct. 3 (Tiffany); Programs, Oct. 3 (Caroline, Robin, Tiffany); Friends of EPL Oct. 3 (Sharon, Tiffany); Adult Program check-in Oct. 4 (Caroline, Robin); Village Board Oct. 7 (Tiffany); Library Budget Oct. 8 (Henri, Judy, Laurie, Tiffany); Clerk orientation, Oct. 10 (Susie, Tiffany); Art Acquisition Oct. 15 (Laurie, Tiffany); County Fair senior programs Oct. 17 (Caroline, Robin); E3 CDC Oct. 18 (Tiffany); Asst. Librarians (Crystal, Heidi, Tiffany); Programs Oct. 23 (Caroline, Tiffany); volunteer interview Oct. 28 (Caroline, Tiffany)
- b. Professional Development: Engaging Beyond Our Walls Sep. 26 (Caroline); Adult Programming Made Easy Oct. 3 (Caroline); The Future of Creativity Oct. 9 (Tiffany); Supporting English Language Learners Oct. 16 (Caroline)
- c. Susan Pollak filled the Library Clerk position, joining the team on Oct. 10.

The Ellsworth Line Railroad presentation
with Arlyn Colby
10/8/24

