

Ellsworth Public Library Board of Trustees Meeting
Tuesday, November 28, 2023 @ 5:15 p.m.
388 W. Main St., Ellsworth, WI (Meeting Room)

Called to Order by President Judy Perkins at 5:22 pm

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

Board Members Absent: none

Others Present: Tiffany Meyer (Director), Beth Kidd (Friends of the Library)

Quorum Established/Compliance with Open Meeting Law Established

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

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

Motion to Approve November 1st Special Meeting minutes: 1st by Carter S., 2nd by Henri J. Motion carried

Current Business

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

The total on the profit and loss statement does not include the \$100,000 from the Frederick Blanch bequest. We still owe approximately \$26,000 to LFI once they are complete with their projects.

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

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

Paid \$428 for photos to be framed to honor Frederick Blanch

\$183 was paid to the American Library Association for the library's 100th year of membership.

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

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

List

o North doors are in need of door openers: Push button closures and openers--Tiffany will Contact Hager City Glass for a quote

o Cubbies and backpack hooks by the upstairs bathroom--Completed as of 11-28-2023

o Dramatic play station in the children's area

o Digital Signage for outside

o Custom shades are needed on the west and south sides of the building to keep some of the glare and heat out. -
-Tiffany will contact H & F out of river falls for a quote. She will also talk with architect and contractors if needed to see if they have ideas.

Accessibility grant application is due in December and could help pay for these upgrades

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

Most numbers were up this month and activities and programs are doing well.

Parent led chess club brings in lots of traffic on Saturdays.

Midwest Pano reshoot will need to be rescheduled as they were unable to come on 11-28.

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

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

The Gift box program is in full swing at the high school. Donations and sponsors are still needed.
Parent teacher conference HS next week

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

The Village Budget was approved for next year.
The process of tearing down the old Jr High has started.

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

Nothing to report

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

Ideas: Have a Medallion hunt that will lead up to the kick off of the celebration
January 10th is the next planning meeting starting at 4:00pm
Questions: Where is the money coming from? Fundraising?

- **Update re: Frederick Blanch bequest**

Deposited a little over \$102,000 in a 15 month CD at WESTconsin Credit Union

- **Discussion and possible action re: laptop policy**

The board looked at an example of the Pierce County computer use policy.
The library should update the current laptop policy to include items from the example.
Remove items that do not work in our library setting.
Out of date items such as CDR, DVD etc. need to be removed.
Software, "deep freeze" would need to be installed to erase all content after laptop was returned.
Plain language needed and condense bullet points
The Library will make the policy available to all who are checking items out with high importance topics highlighted to make sure those parts are read.

A draft of this policy will be put together for the January meeting.

New Business

- **Discussion and possible action re: director's objectives for 2024**

Highlights: Year in review and goals for next year are documented

Copy of the document will be shared and reviewed in October of 2024

- **Discussion and action re: 2024 closed dates**

Board looked over the proposed closed dates for 2024.

Motion to approve the closed dates for 2024. 1st by Sharon H., 2nd by Carter S. Motion carried.

- **Discussion and possible action re: Myerchin donation acknowledgment**

Myerchin's donation of \$15,000 will be honored with a photo acknowledgment in the Meeting room as he wanted the history of the community displayed. A suggestion was made to explore installing a hanging system on the brick wall and have pictures framed. A suggestion of using a gold rod was made to tie in the decor of the room.

- **Presentation of library tax impact**

Brad Roy, the administrator/Clerk from the village, said that \$.06 from each tax dollar from the village goes to the library.

- **Discussion and approval of estate planning letter**

The estate planning letter was reviewed and discussed by the board. Once approved by the Friends of the Ellsworth Public library, the letter may be sent to lawyers in Ellsworth, River Falls and Red Wing.

Motion to approve the letter with Tiffany's highlighted change. 1st by Mike H., 2nd Henri J. Motion carried

Motion to adjourn at 6:12pm: 1st by Carter S., 2nd by Mike H. Motion carried.

Next Meeting: January 30th at 5:15 p.m.

Ellsworth Public Library

Director's Report

November 28, 2023

Aviation exhibit

1. October Statistics:

- a. Total circulation: 5,390 (up from 3,788 Oct. 2022)
- b. New patrons: 36 (up from 22 Oct. 2022)
- c. New items: 183 (up from 158 Oct. 2022)
- d. Public access comp. sessions: 106 (down from 107 Oct. 2022)
- e. Wireless sessions: 694 (up from 392 Oct. 2022)
- f. E-materials checkouts: 1,088 (up from 944 Oct. 2022)
- g. Website pageviews: 2,055 (up from 1,854 Oct. 2022)
- h. Door count: 3,480 (up from 1,888 Oct. 2022)



2. Activities/Programs

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

Robotics Exploration	10/21	3	Uptown Stroll	11/11	35
Tuesday Tales: Costumes	10/24	5	Tech Time	11/13	3
Girl Scout Troop visit	10/26	13	Korean War (sr. center)	11/14	22
Teens, Tacos & TAB	10/26	5	Doodle Club	11/14	0
Storytime: Costumes	10/27	15	Comm. Book Club	11/16	4
Main St. Trick or Treat	10/31	350+	Storytime: Fall Feast	11/17	7
Kathy Swanson Art Rec.	11/2	52	Robotics Exploration	11/18	10
Storytime: Donuts	11/3	16	Therapy Dog Maggie	11/20	12
Morning Book Club	11/9	13	LEGO at the Library	11/21	20
Storytime: Dino-ember	11/10	26	BINGO	11/22	28

Other:

- 1,000 Books Before Kindergarten rebrand completed in October – 15 new sign-ups; 8 participating on Beanstack online platform
- Picture Book Month character hunt in RCU Children's Area – 17 participants
- Teen Book Boxes – 20 boxes distributed in October
- Storywalk at Pumpkin in the Park Oct. 28
- Scarecrow Contest ended Nov. 3 – 15 participants and 515 voters
- Makerspace featuring weekly woodcraft projects in November: craft sticks, free-style sculpture, wood-themed collage, wood slices with paint or woodburning tool
- Stitchin' Time Crafters meeting weekly on Wednesdays from 10-12
- Parent-led chess club meeting most Saturdays in the meeting room from 10-12

b. Upcoming

- i. Local History Display: Bill Hoyt Newbery and Caldecott Collection Exhibit Dec. 2023-February 2024; Meet & Greet with Bill Hoyt Dec. 6 from 5:30-7 p.m.
- ii. Art Rails: The Art of Kathy Swanson on display through Jan. 4
- iii. Makerspace: Draw-cember challenge with daily prompts in December

- iv. Light Up the Fair Dec. 8-9, 15-16 from 5-8 p.m. (library providing scavenger hunt)
- v. Holiday Social at the Senior Center Dec. 12 at 11 a.m.
- vi. Library closed for winter holidays Dec. 25, 26, 29, and Jan. 1

3. Facilities/Equipment/Services

- a. Midwest Pano photo re-shoot Nov. 28 (one photo in the RCU Children's Area was out of focus and the Quiet Reading Area was missed)
- b. Cubbies and coat hooks ordered for RCU Children's Area sponsored by Friends of the EPL; delivery scheduled for Nov. 28
- c. Solution needed for heat and glare re: windows on west and south side of building
- d. Furniture update: one canopy top and three shelves still missing after installation Aug. 10; LFI seeking local handyman to cut down canopy top; missing slanted shelves and desk lock will be shipped directly to the library when available. No news on timing as of Oct. 19.
- e. Alarm system – no update as of Oct. 19.

4. Personnel & Volunteers

- a. Meetings: Centennial, Oct. 25 (Angie, Caroline, Henri, Judy, Sharon, Tiffany); Chamber, Oct. 26 (Tiffany); Village Admin check-in, Oct. 26 (Tiffany); Village Salary/Labor & Finance, Nov. 1 (Judy, Mike, Sharon, Tiffany); Asst. Librarians, Nov. 2 (Crystal, Emily, Heidi, Tiffany); Website and Virtual Tour, Nov. 2 (Emily, Tiffany); Friends of EPL, Nov. 2 (Emily, Sharon); Outreach Volunteer, Nov. 3 (Caroline, Tiffany); Program Goals and Accessibility Assessment follow-up with Leah from IFLS (Caroline, Tiffany); Village Board, Nov. 6 (Tiffany); EPL Staff, Nov. 8 (all staff); Healthier Together Park Passes, Nov. 14 (Caroline); DNR State Park Pass Q&A, Nov. 14 (Caroline); EPL Programs, Nov. 15 (Caroline, Tiffany); Website and Virtual Tour, Nov. 15 (Emily, Tiffany); Healthier Together Large Group, Nov. 15 (Caroline); Centennial, Nov. 15 (Angie, Caroline, Judy); Asst. Librarians, Nov. 16 (Crystal, Emily, Heidi, Tiffany); E3 Community Development Corporation, Nov. 17 (Tiffany); MORE Director's Council, Nov. 17 (Tiffany); individual goal-setting meetings with all regular staff last half of November
- b. Professional Development: SLJ Native Storytelling in Children's Books, Nov. 1 (Caroline); Art of Conflict Transformation Follow-up and Practice Session, Nov. 9 (Caroline); Master of None recorded webinar, Nov. 13 (Tiffany); Marketing Tea, Nov. 21 (Tiffany)

Main Street Trick or Treat helpers

