

**D R A F T**  
**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
**November 19, 2009**

**Call to order** at 4:01 p.m. by President Enos

Present: Carlson, Derouin, Eisen, Enos, Nebel, Werley, Wicihowski, Wisneski

Also present: Director Saecker, J. Bongers (Head of Adult and Technical Services), K. Seefeldt (Administrative Assistant)

**Authorization of Bills**

1. Motion to authorize payment of the November list of bills from the 2009 budget by Werley, seconded by Nebel, and carried unanimously.

**Consent Business**

2. Approve minutes from the Board meeting of October 15, 2009.

Eisen proposed amending item 9 in the October minutes to read as follows: Director Saecker reviewed the proposed 2010 budget. Eisen asked that future budget summaries unbundle the health insurance line item to mirror the City budget which lists cost code/account numbers individually as (1) health, (2) life, (3) dental and (4) vision line items. Board members requested more detailed information in the budget summary. Director Saecker was asked to revise the budget summary to include the following columns: (1) Previous Year Proposed (new), (2) Previous Year Actual (new), (3) Current Year Proposed (new), (4) Current Year Adopted, (5) Current Year Projected, (6) Next Year Proposed and (7) Percent Changed. The 2010 budget summary includes only 2009 Adopted, 2009 Projected, 2010 Proposed and Percent Changed. The Board would also like the total amount spent from the Endowment in the current year to be included as a footnote in the summary. Eisen inquired about the schedule for salary and wage increases for staff in 2010. Differences in scheduled increases for union and non-rep and City Department Heads were discussed.

**Motion**

Motion to approve modifications to the October 15<sup>th</sup> minutes as presented by Carlson, seconded by Wisneski, and carried unanimously

**Motion**

Motion to approve minutes from the October 15, 2009 Board meeting, by Carlson, seconded by Eisen and carried unanimously.

**Director's Report/Information Items**

3. Statistics. Total circulation for October 2009 was 49,060 items, which was a 4.8% increase over October 2008. Adult circulation increased 11.1% overall while Children's declined just 1.8%.
4. Endowment CD Renewal. We recently merged our two last small CDs into a single CD in the amount of \$10,886. We will now have single CDs coming due every other month beginning in January 2010.
5. Roberts Rules of Order. Board members received additional information pertaining to Roberts Rules of Order in their board packets.

6. WLA Conference. Director Saecker and staff found the conference to be interesting and beneficial. Board members who attended agreed. Wicihowski noted the eye-opening changes taking place in technology and services to all populations. She stated that it may be advantageous for students if the library would purchase copies of some textbooks that are currently used in the school district.
7. Staff In-Service. Jeff Russell presented a staff in-service on “Strengthening our Resilience in an Age of Uncertainty.”
8. This Blog’s For You. The Director’s Kids Lit blog was quoted recently in a School Library Journal cover story about children’s literature blogging.
9. Fox Valley Library Council. Director Saecker has been asked to serve as a Director-at-large for the Fox Valley Library Council. The position will last as long as she would like to serve. Her focus will be Intellectual Freedom.

#### **Discussion/Action Items**

10. Floating Holiday Change. Director Saecker recommended changing the floating holiday closing recently assigned to Monday, July 5, 2010 to an assigned closing. July 4<sup>th</sup> falls on a Sunday this year when the library is customarily closed. This change would clarify our intent to assign the staff paid holiday hours that are associated with July 4<sup>th</sup> to Monday, July 5<sup>th</sup>. Discussion ensued.

#### **Motion**

Motion to approve changing July 5<sup>th</sup>, 2010 to an assigned closing by Eisen, seconded by Wicihowski, and carried unanimously.

11. 2010 Budget. At our recent budget hearing, Common Council members requested an explanation of Maintenance of Effort as it pertains to our library. The Council then voted to restore the library’s budget to meet its MOE for 2010. Nebel thanked Director Saecker for her leadership and for keeping the Library Board well informed throughout the budget process.
12. Trustee Essential #12. Kathy Wicihowski reviewed Trustee Essential #12 “Library Standards.”

#### **Announcements**

At the December meeting, John Nebel will review Trustee Essential #13 “Library Advocacy.” President Enos stated she will e-mail the Director’s evaluation forms to all Board members. She requested that they return completed forms to her by Thursday, Dec. 3. The Policies & Personnel Committee will meet in December to review responses. They will make their recommendations to the Board at their regular meeting scheduled on December 17<sup>th</sup>.

#### **Adjournment**

Motion to adjourn the meeting at 4:36 p.m. by Nebel, seconded by Wisneski and carried unanimously.

#### **Future meeting dates**

The next regular Board meeting will be held in the Gegan Room on Thursday, December 17, 2009 at 4:00 p.m.

Respectfully submitted,  
Paul Eisen, Secretary  
Kris Seefeldt, Recording Secretary