

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

Call to order at 4:31 p.m. by President Fuchs

Present: Derouin, Eisen, Enos, Fuchs, Nebel, Werley, Wicihowski

Absent: Stanke

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

Authorization of Bills

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

Werley arrived at 4:32 p.m.

Consent Business

2. Approve minutes from the Board meeting of February 19, 2009.

Motion

Motion to approve minutes from the Board meeting of February 19, 2009 as presented by Nebel, seconded by Derouin, and carried unanimously.

Director's Report/Information Items

3. Statistics. The library lent 44,009 items in February, a 12.4% increase over February 2008. The Adult Department had a 12.1% increase overall, while the Children's Department increased 12.6%.
4. Gates Grant. We received notification that we will not be receiving our second Gates Grant as we had hoped. Out of the six libraries in Winnefox thought to be eligible, only one has been approved to receive a grant during this cycle. We plan to replace four of our public Internet computers, several staff computers and will upgrade RAM in others using our WALs technology funds.
5. Tornado Drill. We will be conducting a tornado drill in April as part of Tornado Safety Month. The drill will be done during open hours.
6. Self-Check Usage. Self-check usage accounts for about 25% of our circulation. We hope to reach 30% by the end of the year. Staff continue to promote use of the machines with our patrons.
7. Diversity Committee. Our staff's Diversity Committee recently discussed ways to meet a variety of our community's needs. The committee initially looked at ways to market our existing programs and create new programs for those with special needs. We will also be exploring bilingual story times for families with young children. Fuchs recommended that we contact the School District's ELL staff. They may be interested in assisting us with this project.
8. Service Animals. Wisconsin's Department of Public Instruction is addressing the issue of comfort animals in the library. These animals are not trained service animals for the disabled. They are pets that may bring comfort to their owners and often have a positive behavioral effect

on the people who use them. Director Saecker will present a policy on this topic for the board's consideration at a future meeting.

9. Winter Reading Program. Our winter reading programs for adults and children were a great success. The Children's Department reported that 252 children participated in *Warm up with a Good Book*, while 375 children attended programming during the reading program.

Discussion/Action Items

10. Green Scene: Found. Nebel gave a brief summary of last year's art show entitled *Green Scene and Heard*. This event was offered to the community as a library sponsored program. Information pertaining to a similar event planned for 2009 entitled *Green Scene: Found* was distributed to board members. Nebel announced that this year's event is scheduled to be held in the library July 16-August 13, 2009. Plans include an art show opening reception, altered book class and composting program. He stated that the goal of the planning committee is to have this event pay for itself. Nebel answered questions from the board. Director Saecker noted pertinent information regarding the solicitation of donations and other plans for the event had not been provided to her as requested. She is unable to approve this as a library sponsored event until this is done. Werley noted that it is the Library Director's responsibility to oversee the planning and execution of all library events and that all relevant information should be provided to the director so that she can carry out this responsibility.
11. Changing Time of Board Meeting. Werley requested that we return to a 4:00 p.m. start time for monthly Library Board meetings. Discussion ensued.

Motion

Motion to change the starting time for future Library Board meetings from 4:30 to 4:00 p.m. beginning in April 2009 by Werley, seconded by Wicichowski, and carried unanimously. Mayor Merkes requested that we notify the City Clerk's office of this change.

12. April Board Meeting. Director Saecker requested that we delay the April Board meeting by one week because Fox Cities Book Festival events are scheduled to be held during the week of April 13th.

Motion

Motion to approve moving the Library Board meeting to April 23, 2009 at 4:00 p.m. by Enos, seconded by Derouin, and carried unanimously.

13. Annual Report. Copies of the annual report to the State were distributed to the board for their review. Director Saecker recommended that they approve the report following discussion pertaining to Winnefox Library System's effectiveness in providing services in 2008.
14. System Effectiveness. Director Saecker asked the board to make a determination about this issue. She explained to new board members that last year our board had responded in our report to the State that WLS had not provided effective leadership because they believed there was a conflict of interest with the Director of Oshkosh Public Library also serving a dual role as Director of Winnefox Library System. She gave examples of how this continued to cause a conflict of interest for our library this past year. Discussion ensued.

Motion

Motion to respond that Winnefox Library System did not provide effective leadership and to include an explanation noting real life experiences to document how the System did not adequately meet the needs of our Library by Werley, seconded by Enos, and carried unanimously.

Motion

Motion to approve the 2008 Annual Report to the State as presented by Nebel, seconded by Wicichowski, and carried unanimously.

15. Trustee Essentials #5. Kathy Wicichowski reviewed Trustee Essentials #5 *Hiring a Library Director*.

Announcements

Liz Derouin volunteered to review Trustee Essentials #7 *The Library Board and Library Personnel* at the April meeting.

Werley noted regression in students who did not participate in summer school. She recommended the library and the school district work together on a project that would put books in the hands of these students at the beginning of summer. Director Saecker stated that she was aware of a grant that was available for a project like this. Enos volunteered to help work on the grant.

It was recommended that we follow up with teachers in the District to see if they are aware of improved reading skills in children who have completed our *1000 Books Before Kindergarten* program.

Adjournment

Motion to adjourn the meeting at 5:40 p.m. by Eisen, seconded by Enos, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, April 23 at 4:00 p.m.

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