

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
April 15, 2010

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

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

Also present: Director Saecker, K. Seefeldt (Administrative Assistant)

Public Comment

Joyce Schoepel, a Menasha representative on the Winnefox Board, recently expressed concerns regarding the Library Board's response on their Annual Report to the state pertaining to the effectiveness of the services being provided by the Winnefox Library System. She encouraged the Board to limit their comments to the quality of the services in the future and discouraged them from using this venue to express opinions relative to the system's dual director position.

Authorization of Bills

1. **Motion** to authorize payment of the April bills from the 2010 budget by Carlson, seconded by Werley and carried unanimously.

Consent Business

2. Approve minutes from the Library Board meeting of March 18, 2010.

3. Accept minutes of the Policies and Personnel Committee meeting of March 12, 2010.

Eisen requested that policy manual chapters IV and V be identified as follows in the Committee meeting minutes: Chapter IV Services and Facilities and Chapter V Patron Behavior.

Motion

Motion to approve the minutes of the Library Board meeting of March 18, 2010 as presented and accept the minutes of the Policies and Personnel Committee meeting of March 12, 2010 as amended by Werley, seconded by Wisneski, and carried unanimously.

Director's Report/Information Items

4. Statistics. We saw a reduction of 2.8% overall in lending compared to March 2009. Adult usage increased by 2.4% while children's usage decreased 8.9%. It was noted that children's lending is still well above what it was two years ago before we began our successful *1000 Books Before Kindergarten* program. Director Saecker plans to discuss ideas for increasing circulation with the Children's Department.
5. Retained Earnings in Endowment Report. The retained earnings line in the Endowment Report is generated automatically by the QuickBooks software that is being used and has no impact on our funds. Eisen requested that the report format be discussed further at the next Investment Committee meeting.
6. Battery Bill. The invoice from Interstate Battery that appeared on last month's list of bills was for a battery for the back-up sump pump in the air handler room in the basement.

7. Library Budget Process. Director Saecker created a document as a reference tool for Board members which lists the months of the year where budget steps usually occur. She emphasized that these were approximations. This document will be included in the Board's May meeting packet.
8. Winter Reading Program for Teens and Adults. The adult winter reading program was held in February. Participants completed forms for weekly drawings. A total of 453 entries were counted. This was down from last year's entry total of 578.

Discussion/Action Items

9. Roll Over Funds. The Library has a roll over amount of \$25,068. Director Saecker recommended that we purchase two machines that would eliminate excessive physical strain on staff as materials are desensitized in the checkout process. The cost would be \$10,000 per machine. She proposed that the remaining \$5,068 be put into a capital fund for replacement of a portion of the library's roof. Discussion ensued. There was a consensus to refer the matter of the remaining \$5,068 to the Building and Grounds Committee for their review and consideration. The Board recommended that our building supervisor continue to investigate the availability of grant funds for the roofing project and that he consult with the School District's building supervisor on this. Nebel noted that the Finance Committee planned to discuss the future needs and priorities of the library at their April 26th meeting.

Motion

Motion to approve approximately \$20,000 for the purchase of two scanners for the health and welfare of library employees by Eisen, seconded by Carlson and carried unanimously.

10. Policy Correction, Chapter I. One of the changes recommended by Trustee Eisen at the February Board meeting was found to be referencing the wrong statute. Director Saecker requested that Chapter I Introduction, Section D be changed to read "residents of the county."

Motion

Motion to approve the correction to Policy Manual Chapter I, Section D as presented by Carlson, seconded by Derouin and carried unanimously.

11. Policy Changes, Chapters 4 & 5. Sue Werley reviewed recommended changes to Chapter IV Services and Facilities and Chapter V Patron Behavior.

Motion

Motion to approve changes to Chapter IV Services and Facilities and Chapter V Patron Behavior as presented by Carlson, seconded by Wicichowski and carried unanimously.

12. Trustee Essentials #16. Kathy Wicichowski reviewed Trustee Essential #16 on ethics and conflict of interest laws applying to trustees. Gary Wisneski will review Essential #17 on membership in the library system at the May meeting.

Announcements

Werley recommended extending an invitation to Menasha's Winnefox Board representatives to attend a future Library Board meeting. Werley also requested a copy of Winnefox Library System's by-laws.

Staff recognition during National Library Week was a success. President Enos thanked Kathy Wicichowski for delivering treats to staff each day. A thank-you note from staff was passed around for all to read.

Eisen commended the library for their role in featuring authors during the Fox Cities Book Festival. He noted that he was pleased to have been able to attend the staff training session held on April 13.

Adjournment

Motion to adjourn the meeting at 4:50 p.m. by Carlson, seconded by Wisneski and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, May 20, 2010 at 4:00 p.m.

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