

DRAFT
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
October 21, 2010

Call to order at 3:58 p.m. by President Enos

Present: Brunette, Eisen, Enos, Wicihowski

Absent: Derouin, Kobylski, Wisneski

Absent due to resignation: Nebel

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

Authorization of Bills

1. **Motion** to authorize payment of the October bills from the 2010 budget by Eisen, seconded by Wicihowski and carried unanimously.

Consent Business

2. Approve minutes from the Library Board meeting of September 16, 2010.

Motion

Motion to approve the minutes of the Library Board meeting of September 16, 2010, as presented by Eisen, seconded by Brunette and carried unanimously.

3. Accept minutes from the Policies & Personnel Committee meeting of October 4, 2010 and from the Finance Committee meeting of October 7, 2010.

John Nebel previously stated that his absence from the Finance Committee meeting was due to his recent resignation from the board. He requested that minutes from that committee meeting be amended to show this.

Motion

Motion to accept minutes from the Policies & Personnel Committee meeting of October 4, 2010 and to amend the attendance records in the minutes from the Finance Committee meeting of October 7, 2010 as requested by John Nebel by Brunette, seconded by Wicihowski and carried unanimously.

Director's Report/Information Items

4. Statistics. Lending statistics were down slightly from September 2009. Adult circulation remained basically the same while Children's circulation saw a decrease of 7.8% overall. 39% of our circulation was done on the self-check machines. This is one of the highest percentages we have seen.
5. Board Changes. Superintendent of Schools Bob Kobylski designated Sue Werley to represent him on the board at this time. John Nebel recently resigned from the board. The Mayor will be seeking a replacement for his position. Board members were encouraged to submit names to the Mayor for his consideration.
6. Menasha Utilities Donation. Menasha Utilities recently donated \$435 which will be used to purchase materials on energy efficiency.

7. Community Foundation Reports and Endowment Report. Community Foundation Reports were included in Board members' packets. Eisen noted that the Memorial Fund report was missing. Copies of that document will be included in their November meeting packets.
8. WLA. Director Saecker is scheduled to be a presenter at several WLA Conference sessions in November. She also noted that she had been re-elected to the WLA Board as Secretary and was recently elected to serve as the Secretary of WLA's Media and Technology Section.

Discussion/Action Items

9. Policies & Personnel Committee Recommendation for Meeting Room Use. On behalf of the Policies and Personnel Committee, Kathy Wicichowski recommended that existing meeting room policies regarding the frequency of room use should not be changed. The committee further recommended that the Fox Speak Toastmasters should be allowed to continue meeting twice a month for 6 months through 2011 and that the exception that was granted to them previously be removed beginning in 2012. Director Saecker was asked to notify the group of the Board's decision.

Motion

Motion to approve removing the meeting room exception for the Fox Speak Toastmasters effective 2012 by Wicichowski, seconded by Brunette, and carried unanimously.

10. 2011 Budget. In her director's report, Director Saecker offered a selection of personnel related cost saving options for the board's consideration. These options included varying amounts of pay increases, cancelling step increases and/or implementing unpaid furlough days. They were in line with what the City intended to recommend for other employees.
Director Saecker learned shortly before this meeting that the City's proposed recommendation had changed significantly. Currently, the City's practice is to pay both the employer and employee portions of their WRS fund contributions. Mayor Merkes was recommending that current employees be asked to personally match the City's retirement fund contribution. This could give the City a cost savings of \$250,000 in 2011. Director Saecker noted that it would be prudent for our board to wait for the Common Council's decision on this matter. In the meantime, she plans to submit our 2011 proposed budget total, which meets MOE, to the Council for their approval. Our board will be asked to review and approve line items within our budget at their November meeting.
11. Unpaid Leave Request. Employee Jody Gerdin submitted a request for a four week unpaid leave of absence for medical reasons. This is in addition to her two week unpaid Family Medical Leave that has already been approved.

Motion

Motion to approve Jody Gerdin's request for a 4 week unpaid leave of absence due to medical reasons by Eisen, seconded by Wicichowski, and carried unanimously.

12. Director's Evaluation. Plans for evaluating Director Saecker's work performance were discussed. It was noted that staff would be included in this year's evaluation. The evaluation needs to be completed prior to the December board meeting. Director Saecker requested that she receive the same wage increase and/or number of furlough days as staff.
13. Trustee Essentials. Jill Enos volunteered to review Trustee Essential #19 on Library Director Certification at their November meeting.

Announcements

Brunette stated that the library had been invited to participate in the City's pumpkin carving contest. Entries will be displayed in the town square on Main Street. Children will be invited to trick or treat at area business and will be asked to judge the pumpkin carving contest. Director Saecker said she would follow up on this with staff.

Adjournment

Motion to adjourn the meeting at 4:31 p.m. by Wicihowski, seconded by Brunette and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, November 18, 2010 at 4:00 p.m.

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