D R A F T

MINUTES OF REGULAR MEETING

ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

March 18, 2010

Call to order at 4:05 p.m. by President Enos
Present: Eisen, Enos, Nebel, Werley, Wicihowski, Peter Pfundtner
Absent: Derouin, Wisneski
Also present: Director Saecker, K. Seefeldt (Administrative Assistant)

Authorization of Bills
Eisen requested information on the invoice from Interstate Battery of Green Bay.

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

Consent Business

2. Approve minutes from the Library Board meeting of December 17, 2009.

Motion
Motion to approve the minutes from the December 17, 2009 meeting as amended by Werley, seconded by Eisen and carried unanimously.

3. Approve minutes from the Library Board meeting of February 18, 2010

Motion
Motion to approve the minutes of the Library Board meeting of February 18, 2010 as presented by Eisen, seconded by Nebel and carried unanimously.

Director's Report/Information Items

4. Statistics. February statistics changed very little from 2009. Overall, lending was down .2%. Eisen noted that approximately one-third of our checkouts are being done on the self-check machines. Discussion pertaining to our WLS annual revenue share ensued.
5. Read Off Your Fines. This program gives families an opportunity to eliminate fines by allowing children to read in exchange for paying for their fines. Six children read and paid off $93.60. Nebel expressed concern for adults who are unable to pay their fines. The library contracts with Unique Management Collection agency to manage fine collections, but staff may work with patrons to make payment arrangements or to forgive fines when extenuating circumstances exist. The library also offers our Food for Fines program which allows all patrons to donate non-perishable food items to pay off fines.
6. Winter Reading Program. 288 children participated in this year's *Chill Out and Read* winter reading program in the Children's Department. The number of participants increased from last year. We will report on the results of the Teen and Adult winter reading programs at a later time. The librarian responsible for producing those reports is currently on a medical leave.
7. Spring Book Sale. The Friends took in $2211.25 at their February book sale. These funds have been designed for adult and teen programming. Director Saecker thanked all the volunteers who

worked at the sale, as well as staff members Kathy Hannah, Marina Nelessen and Dave Powell who were responsible for organizing and setting up the event.

8. Winnefox Services. Director Saecker distributed information on the services that all libraries in the Winnefox Library System receive, as well as a detailed summary on what our library received in services in 2009. Many of these services result in a cost savings for us.

Discussion/Action Items

9. Annual Report. Director Saecker reviewed the Public Library Annual Report with the Board. Eisen noted that his e-mail address had recently changed. Overall, the report shows a healthy increase in circulation and usage in 2009. It also shows increases in our door count, usage of public Internet stations, and a significant increase in use of our online databases. Program attendance and children's circulation showed some decrease. Eisen requested clarification of the Endowment's retained earnings.

Motion

Motion to approve the 2009 Public Library Annual Report as presented by Werley, seconded by Wicihowski, and carried unanimously.

10. Library System Effectiveness. Each year, the Library Board is asked to determine if Winnefox Library System did provide effective leadership and whether it adequately met the needs of our library. Director Saecker noted areas of improvement. Board members discussed concerns regarding the effectiveness of the dual position of Director of Oshkosh Public Library and Director of Winnefox Library System. Some felt that to be best served by our library system, those positions should be separated. Discussion ensued.

Motion

Motion to approve that WLS did provide effective leadership and adequately met the needs of the library by Eisen. The motion failed for lack of a second.

Members noted the importance of acknowledging the positive changes that have occurred in the library system in the past year, but also felt it was imperative to voice their concern about the dual director position. Director Saecker will include this information in the report.

Motion

Motion to approve that WLS did not provide effective leadership and adequately meet the needs of the library by Wicihowski and seconded by Werley. Enos, Nebel, Werley, Wicihowski and Pfundtner voted in favor of the motion and Eisen voted against. Motion passed.

11. Endowment CD Investments. At the request of Board members, Director Saecker obtained current CD investment rates from Community First Credit Union and found that they are higher than what we receive from First National Bank. Our next CD comes due on May 6, 2010 and its value is approximately $10,000. It was recommended that the Investment Committee discuss investment options and make their recommendation to the full Board.
12. Food For Fines – National Library Week. We traditionally offer a *Food For Fines* program in the fall. Staff responsible for planning events for National Library Week requested permission to have a special *Food For Fines* program the week of April 11-17th.

Motion

Motion to approve a spring *Food For Fines* program during National Library Week by Nebel, seconded by Werley and carried unanimously.

13. Trustee Essentials #15. Sue Werley volunteered to lead us through Trustee Essential #15 on public records law. Board members and staff were given a quiz to test their knowledge on this subject. Discussion ensued.
    Kathy Wicihowski will review Essential #16 at the April meeting and Gary Wisneski will review Essential #17 at the May meeting.

Announcements
Three Board members attended a recent workshop on fundraising. Wicihowski briefly summarized the following key points from the presentation: 1) successful fundraising is the result of building and cultivating good relationships within the community, 2) one must use artful techniques when seeking donations, 3) fundraising should be done by library staff and 4) in addition to saying "thank you" it is important to find additional ways to express gratitude to the donor. Trustees play a supportive role in the fundraising process. It is their responsibility to actively advocate for the library in the community and to cultivate good relationships with library staff. Board members felt this topic merited further discussion. It was recommended that this be referred to the Finance Committee.

Adjournment
Motion to adjourn the meeting at 5:32 p.m. by Werley, seconded by Wicihowski and carried unanimously.

Future meeting dates
The next regular board meeting will be held in the Gegan Room on Thursday, April 15, 2010 at 4:00 p.m.

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