

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
September 15, 2011

Call to order at 4:03 p.m. by President Enos

Present: Crawmer, Eisen, Enos, Murray, Werley, Wicihowski

Absent: Brunette, Wisneski

Also present: Director Lenz, K. Seefeldt (Administrative Assistant), C. Brandt (Head of Circulation Services), K. Beson (Head of Children's Services), J. Bongers (Head of Adult & Technical Services)

Public Comment/Communications

Director Lenz informed the Board that she had recently acknowledged the generous donations made by the Fahrback family in memory of their mother, Helen. Helen was a former employee of our library.

Authorization of Bills

1. **Motion** to authorize payment of the September list of bills from the 2011 budget by Wicihowski, seconded by Murray, and carried unanimously.

Consent Business

2. The follow Consent Business Items were presented for the Board's consideration
 - Approve minutes of the Library Board meeting of August 18, 2011
 - Accept minutes of the Finance Committee meeting of August 30, 2011
 - Accept minutes of the Personnel and Policies Committee meeting of September 6, 2011
 - Accept minutes of the Investment Committee meeting of September 7, 2011

Motion

Motion to approve minutes from the Library Board meeting of August 18, 2011 and accept minutes of the Finance Committee meeting of August 30, 2011, the Personnel and Policies Committee meeting of September 6, 2011, and the Investment Committee meeting of September 7, 2011 by Werley, seconded by Eisen, and carried unanimously.

Crawmer left the meeting at 4:07 p.m.

Director's Report/Information Items

3. Current Budget Status Report. The status of the 2011 budget as of August 30 was reviewed. Director Lenz reported that 65.1% of the budget has been spent to date.
4. August Statistics. Lending statistics were down 9.6% overall from August 2010. Adult Department saw a 4.5% decrease overall, but showed a 2.1% increase in book lending. The Children's Department was down 15.6% overall. Discussion pertaining to the decrease in lending ensued. Werley asked if we were adequately capturing the birth through age 5 populations. Beson noted that story-time attendance for this age group has increased since last year.

5. Endowment Report. Director Lenz reviewed a detailed summary of our endowment accounts with the Board. We are continuing to work on updating our accounts in QuickBooks.
6. Summer Reading Program Final Report. Children's Services Department Head Kathy Beson distributed copies of her final summer reading program report. Eisen commended staff in the Children's Department for continuing to offer a remarkable series of programs over the summer months.

Discussion/Action Items

7. Internet Policy. Policies & Personnel Committee chair Wicichowski presented an updated Internet Policy for the Board's approval. Discussion ensued.

Motion

Motion to approve the Internet Policy as presented by Eisen, seconded by Wicichowski, and carried unanimously.

8. Food for Fines. Director Lenz requested Board permission to participate with Neenah Public Library in the Food for Fines program in November.

Motion to approve participation in the Food for Fines event from November 5-13 by Murray, seconded by Werley, and carried unanimously.

9. Recommendations by the Investment Committee. Recommendations from the Investment Committee regarding future investment strategies were reviewed. Discussion ensued. The Board asked Director Lenz to explore additional investment options. There was a consensus to table this item of discussion for a future meeting.

Motion

Motion to adjourn into closed executive session pursuant to WI Statute 19.85(1)(c) for the purpose of consideration promotion, compensation or performance evaluation of employees by Werley, seconded by Wicichowski. Motion passed on a roll call vote with Eisen, Enos, Murray, Werley and Wicichowski all voting aye.

Bongers, Beson, Brandt and Seefeldt left the meeting at 4:50 p.m.

10. Consider Recommendations of the Policies and Personnel Committee. Director Lenz presented a new employee organization plan for the Board's consideration. The Board reviewed and amended the Director's plan. Recommendations for updating the current employee salary schedule were also reviewed.

Crawmer rejoined the meeting at 5:10 p.m.

Motion

Motion to adjourn closed session and reconvene in open session by Wicichowski, seconded by Murray. Motion passed on a roll call vote with Crawmer, Eisen, Enos, Murray, Werley and Wicichowski all voting aye.

Bongers, Beson, Brandt and Seefeldt joined the meeting.

11. Action on Recommendations Made by the Policies and Personnel Committee. A consensus was formed in closed session to combine the positions of Assistant I's and Assistant II's into a Clerk position and the positions of Aide I's and Aide II's into a Page position. The Library I position was renamed Library Office Manager. The Librarian II Supervisor and the Library III Supervisor

positions were combined and renamed Library Supervisor. Aide II's were made Aides. Also agreed upon were new wage scales that reflect the combining of positions and wage scales that correspond to upgrades in some positions. Premium pay for everyone working Saturdays in the summer was taken under consideration.

Motion

Motion to approve the personnel position and wage changes agreed upon in closed session by Werley, seconded by Crawmer, and carried unanimously.

Motion

Motion to continue following the Saturday premium pay policy that was adopted in 2007 by Werley. Motion died for lack of a second.

Motion

Motion to approve reinstating premium pay to all staff working summer Saturdays by Wicihowski, seconded by Murray. Crawmer, Eisen, Murray and Wicihowski voted aye. Werley and Enos voted nay. Motion passed.

12. Budget. Director Lenz presented her most recent draft of the 2012 library budget. Discussion ensued.

Motion

Motion to approve the 2012 budget as presented, including employee pay rate changes and the addition of premium pay to all employees working summer Saturdays by Wicihowski, seconded by Murray, and carried unanimously.

Announcements

13. Staff In-Service. A staff in-service will be held on Friday, September 23 from 8:00 a.m.-1:00 p.m. Board members are welcome to come.
14. Library Trustee 101 Workshop. Director Lenz encouraged Board members to attend one of the Library Trustee 101 workshops being offered by Winnefox Library System.
15. WLA Conference. The Wisconsin Library Association's 2011 Conference will be held in Milwaukee on November 1-4. Board members were encouraged to attend.

Adjournment

Motion to adjourn the meeting at 5:55 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 Tuesday, October 25 at 4:00 p.m.

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