

MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

March 17, 2011

Call to order at 4:08 p.m. by Secretary Eisen

Present: Brunette, Crawmer, Eisen, Murray, Werley

Absent: Enos, Wicichowski, Wisneski

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

Welcome New Library Board Member

Trustees welcomed Mary Crawmer to the Board. She is a Spanish interpreter and translator for the Menasha Joint School District. Mayor Merkes appointed her to the Board to replace Liz Derouin.

Despite feeling ill, Mary Crawmer came to today's meeting to satisfy requirements for a quorum. Secretary Eisen offered to change the order of today's agenda items to address action items first in case she felt the need to leave early.

Motion

Motion to approve adjusting the order of today's agenda by Werley, seconded by Murray and carried unanimously.

20. Standing Committee Appointment. Mary Crawmer was appointed to serve on the Policies & Personnel Committee.

Motion

Motion to adjourn into closed executive session at 4:14 p.m. pursuant to WI Statute 19.85(1)(c) for the purpose of considering promotion, compensation or performance evaluation of employees by Werley, seconded by Murray. Motion approved on a roll call vote with Brunette, Crawmer, Eisen, Murray and Werley voting in favor. None opposed.

Brandt and Bongers left the meeting.

21. 2011 Step Promotions. Library Board members were asked to unfreeze staff promotions for library employees for 2011 to bring us in line with what the Common Council approved for other city non-rep employees. Employees recommended for step promotions were:

Kathy Beson, Librarian III, Supervisor Step 9 to 10

Joe Bongers, Librarian III, Supervisor Step 8 to 9

Shannon Ely, Library Assistant I, Step 9 to 10

Anne Keller, Library Assistant I, Step 2 to 3

Marina Nelessen, Library Assistant II, Step 5 to 6

Cassie Payne, Library II, Base step to 2

Vanessa Taylir, Librarian III, Step 2 to 3

Karen Drechsel was recommended for a performance recognition step, Library Assistant I, Step 10 to 11.

Motion

Motion to adjourn closed session at 4:30 p.m. and reconvene in open session by Werley, seconded by Murray. Motion approved on a roll call vote with Brunette, Crawmer, Eisen, Murray, and Werley voted in favor. None opposed.

Brandt and Bongers returned to the meeting.

Motion

Motion to rescind the 2010 decision to freeze library staff step promotions per the 2011 budget by Werley, seconded by Brunette, and carried unanimously.

Authorization of Bills

1. **Motion** to authorize payment of the December list of bills from the 2010 budget and the March list of bills from the 2011 budget by Murray, seconded by Brunette and carried unanimously.

Consent Business

The following Consent Business items were presented for the Board's consideration.

2. Accept minutes of the Ad Hoc Interim Director Selection Committee meeting of February 10, 2011
3. Accept minutes of the Executive Director Search Committee meeting of February 16, 2011
4. Approve minutes of the Library Board meeting of February 17, 2011
5. Accept minutes of the Executive Director Search Committee meeting of March 2, 2011

Motion

Motion to approve the minutes of the Library Board meeting of February 17, 2011 by Murray, seconded by Brunette and carried unanimously.

Motion

Motion to receive the minutes of the Ad Hoc Interim Director Selection Committee meeting of February 10, 2011, and the Executive Director Search Committee meetings of February 16 and March 2, 2011 by Brunette, seconded by Werley, and carried unanimously.

Director's Report/Information Items

6. Statistics. Interim Director Nelson addressed the Board's interpretation of our statistical reports. He presented a 3-year comparison of circulation, children's programs and attendance, door count, meeting room use, workstation sessions and exams proctored. This information was intended to provide a more complete overview of all the services we offer. The merits of increased children's programming were noted, as well as the positive impact of Menasha's strong history of services to children. Werley noted the significance of community outreach programs.
7. Winter Reading Program. 205 children from age 3 to grade 5 participated in this year's winter reading program compared to 288 in 2010. The number of consistent visits by participants increased over last year.
8. Read Off Your Fines. This event took place February 13-20, 2011. Six children read off fines in the amount of \$37.00. Staff found that children and parents did not take advantage of this opportunity, even though it was well publicized.
9. Happy Birthday, Baby! This is our third year of providing this program for infants and their parents. Initially, the club had 49 members. This number increased to 84 participants in 2011.

10. Winnefox Library System Workshop for Trustees. Creative Fundraising for Trustees, Friends of the Library, and Other Volunteers is a workshop that is being offered by Winnefox Library System. It is scheduled to be held in Ripon on April 13. Werley and Eisen stated they would attend.
11. Friends Book Sale Receipts. Total receipts for the Friends Book Sale were \$1803.70. Inclement weather affected weekend attendance.
12. Community Foundation end-of-Year Report for 2010. Year-end reports were distributed to the Board.
13. Endowment Donations. We received a \$200 donation from the McClone Insurance Group and \$25 donation from the Menasha Dock Association for meeting room use.
14. State Budget Report on Library Funding & Policy. Dir. Nelson summarized the impact of Governor Walker's proposed budget on libraries. Next month he plans to take an early look at the library's budget for 2012. Eisen noted the importance of building our endowment fund through alternative sources of funding.
15. WI Library Association Library Legislative Day. This annual event has been rescheduled to take place on March 22 at the Monona Terrace Convention Center in Madison.
16. Report of the Executive Director Search Committee. Items discussed and/or updated by the committee included the job description, job posting, achievement history questionnaire, rubric for evaluation, interview questions, scheduling of interviews, compensation for applicants traveling a considerable distance, as well as other relevant issues. The next meeting of this committee is scheduled to be held on April 6, 2011.
17. Report from Winnefox Library System Board Member Sue Werley. Sue Werley was recently appointed by our County Executive to the Winnefox Library System Board. She gave a brief overview of the composition of the Board and items discussed at their January meeting. Their next meeting is scheduled to be held in April 2011.

Discussion/Action Items

18. Annual Report. Secretary Eisen presented the 2010 annual report to the State for the Board's review. Werley noted that her retirement from the School District will be effective at the end of the school year. She is currently serving as the Superintendent of School's designee on our Board. We will contact him later in the spring to discuss his plans for replacing Werley on our Board.

Motion

Motion to accept the 2010 annual report to the State and to authorize the Board President and Interim Director to sign the document by Werley, seconded by Murray, and carried unanimously.

19. Library System Effectiveness. Each year, the Library Board is asked to determine if Winnefox Library System provided effective leadership and whether it adequately met the needs of our library.

Motion

Motion to discuss library system effectiveness by Werley, seconded by Brunette and carried unanimously.

Board members discussed ongoing concerns regarding the conflict of interest as a result of the dual role of Director of Oshkosh Public Library and Director of Winnefox Library System. Discussion ensued. Members felt it was imperative to again voice their concern to the state relative to the dual director position. Werley recommended that members of our Board also address the option of separating the dual director positions with other Library Boards in the Winnefox System in the coming year.

Motion

Motion to respond that Winnefox Library System did not provide effective leadership and did not adequately meet the needs of our library by Werley, seconded by Brunette. Discussion ensued.

Motion

Motion to table discussion on this item until the April 21, 2011 Board meeting by Murray, seconded by Brunette. Eisen, Brunette, Crawmer and Murray voted in favor. Werley voted nay. Motion passed.

Announcements

- We will review Library Board member appointments that are coming due.
- Wisconsin Statutes determine the number of trustees that a county may appoint to local Library Boards. Eisen requested that the Board discuss this topic at a future meeting.

Motion to adjourn the meeting at 5:47 p.m. by Brunette, seconded by Murray, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Co. E Room on Thursday, April 21 at 4:00 p.m.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary