

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
February 17, 2011

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

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

Absent: Brunette, Derouin

Also present: Director Saecker, K. Seefeldt (Administrative Assistant), Cate Brandt (Head of Circulation Services), Kathy Beson (Head of Children's Services), Joe Bongers (Head of Adult and Technical Services)

Authorization of Bills

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

Consent Business

2. Approve minutes from the Library Board meeting of January 20, 2011
3. Accept minutes from the Ad Hoc Planning Committee meeting of January 26, 2011
4. Approve minutes from the Special Library Board meeting of February 2, 2011

Motion

Motion to approve minutes from the Library Board meeting of January 20 and the Special Board meeting of February 2, 2011 and accept the minutes from the Ad Hoc Planning Committee meeting of January 26, 2011 by Enos, seconded by Wicihowski, and carried unanimously.

Director's Report/Information Items

5. Statistics. We had a 9.3% drop overall in circulation. After two years of record numbers, this is a return to a more normal lending pattern for our library. Discussion ensued. It was recommended that community outreach programs be addressed at a future board meeting. Administrative Assistant Kris Seefeldt was asked to e-mail her statistics report to Board members. This will give them a better opportunity to compare lending statistics on a month-by-month basis.
6. Website Statistics. Director Saecker noted that a large piece of our library's website visits come from her two blogs, which will be moving with her to her new position at Appleton Public Library. Board members should anticipate a decline in February website statistics and then a significant reduction in March when the blogs are moved.
7. Endowment Donations. We received a \$600 donation from Ben and Debbie Adams Charitable Fund with the Community Foundation to support general operations at the library. We also received a \$25 donation from the Fox Valley Weaving Guild for meeting room use.
8. Annual Report. Our annual report to the state is near completion. Director Saecker hopes to have it finished before she leaves on February 25.
9. Diversity Fair. Our Long Range Plan calls for a Diversity Fair in 2011. Because of Director Saecker's upcoming departure, she recommended that the fair be postponed until 2012. Board

members were assured that plans have been made to provide adequate diversity programming this year.

Discussion/Action Items

10. Report from the Ad Hoc Planning Committee. Jill Enos requested that the Board review procedures for hiring an interim director and that they finalize the terms of the contract and rate of pay.

Motion

Motion to adjourn into closed executive session pursuant to WI Statute 19.85(1)(c) for the purpose of considering promotion, compensation or performance evaluation of employees by Werley, seconded by Wisneski. Motion approved on a roll call vote with all members voting aye.

Cate Brandt, Kathy Beson and Joe Bongers left the meeting at 4:20 p.m.

11. Interim Director. Discussion regarding recommendations for hiring an interim director ensued. Compensation was addressed. A consensus was reached on the terms of the contract and an hourly pay range.

Motion

Motion to adjourn the closed session and reconvene in open session at 4:31 p.m. by Werley, seconded by Wisneski. Motion approved on a roll call vote with all members voting aye.

Brandt, Beson and Bongers returned to the meeting.

Motion

Motion to approve offering Paul Nelson the position of interim director at Menasha Public Library within the agreed upon compensation range by Werley, seconded by Murray, and carried unanimously.

12. Mileage Rate. The City decided to set a lower mileage rate for all City employees. The rate set by the state for 2011 is 51 cents per mile. The rate set by the City is 45 cents per mile. Director Saecker recommended that the Library Board agree to approve the lower city rate for library employees.

Motion

Motion to approve use of the City's mileage rate of 45 cents per mile in 2011 by Eisen, seconded by Wicichowski and carried unanimously.

13. Trustee Essentials. This item was tabled and will be discussed at a future meeting.

Announcements

President Enos noted that the Executive Director Search Committee met on February 16. Members of that committee include Sue Werley, Kathy Wicichowski, Cindy Schaefer-Kemps, Jim Englebert, Bob Stanke, Lynn Tungate and Cate Brandt. It was recommended that the interim director be appointed to serve on the committee as well. At their first meeting, the committee updated the Library Director's job description. They plan to address the job posting at their next meeting, scheduled for March 2.

Paul Eisen thanked Director Saecker for the significant contributions she made to the library and community in the time she was here with us. Board members wished her well.

Motion to adjourn the meeting at 4:55 p.m. by Werley, seconded by Wicihowski, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Co. E Room on Thursday, March 17, 2011 at 4:00 p.m.

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