

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

August 18, 2011

Call to order at 4:00 p.m. by Board Secretary Eisen

Present: Crawmer, Eisen, Murray, Wicihowski, Wisneski

Absent: Brunette, Enos, Werley

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

Public Comment

Director Lenz reported that Library Assistant Allison Zelinski has resigned and that the job opening has been posted.

Secretary Eisen commended staff for the nice welcome reception they hosted in honor of Director Lenz on August 12th.

Authorization of Bills

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

Consent Business

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

2. Approve minutes of the Library Board meeting of July 21, 2011
Accept minutes of the Nominating Committee meeting of July 21, 2011
Accept minutes of the Personnel & Policies Committee meeting of July 26, 2011
Accept minutes of the Joint Finance and Building & Grounds Committees meeting of Aug. 2, 2011
Accept minutes of the Personnel & Policies Committee meeting of August 11, 2011

Motion

Motion to approve the minutes of the Library Board meeting of July 21, 2011 and accept the list of minutes from Standing Committee meetings as presented by Wisneski, seconded by Wicihowski, and carried unanimously.

Director's Report/Information Items

3. Current Budget Status Report. 58.1% of the year has gone by and 55.6% of the budget has been spent. Library employees contributing their share toward their Wisconsin retirement will create some savings for us the remainder of this year.
4. Statistics. Even though lending was down 10.3% overall in July, the month was our busiest so far this year. Other monthly statistics document that the services we provide are of great value to the community.
5. Endowment Report. The individual components that make up our endowment fund investments were reviewed. These include our general trust and memorial trust investments with the

- Community Foundation, as well as certificates of deposit and our checking account at First National Bank. Memorial funds were reviewed, as well as their use as designated by the donors.
6. Report on Meeting With Shelley Leadley At The Community Foundation. Director Lenz, Administrative Assistant Seefeldt & Trustee Murray met recently with staff at the Community Foundation to review the details of managing our funds. Murray reported that he recently attended a brown bag workshop sponsored by the Community Foundation. He requested that trustees be given library name tags that could be worn to similar events.
 7. 2012 Budget Process Timeline. A timeline for the 2012 budget process was reviewed. The Mayor informally has instructed the director to plan on maintaining the same budget line for our 2012 budget as we had in 2011. The Finance Committee will be scheduled to meet prior to the Board's regular September meeting to review a draft of the budget. Their recommendations will be presented to the full Board at their September meeting.
 8. New Library Service: Book A Librarian. Library staff are currently able to offer one-on-one computer instruction due to the recent addition of six new laptop computers purchased with LSTA funds.
 9. July's Blood Drive. A report on the growth of our working relationship with the Community Blood Center since 2005 was provided to the Board. Currently, we host blood drives every eight weeks, and have approximately 12-15 donors at each drive. At this time, ours is the only library in the Fox Valley hosting blood drives. Promoting this valuable service continues to be a priority for us.

Discussion/Action Items

10. Funding For Push In E-Book Purchases From Overdrive. Director Lenz presented information pertaining to Menasha Library's cost share if we would agree to purchase more eBooks from Overdrive this year along with other libraries in our system. The reason for this is to increase our shared eBook collections within the system to meet increased demand. Discussion ensued. Director Lenz recommended that this expenditure be taken from our City library materials budget.

Motion

Motion to approve spending \$3,091.11 for the purchase of eBooks through Winnefox Library System before the end of 2011 by Murray, seconded by Wicihowski, and carried unanimously.

11. Purchase Of Keyless Entry Locks For Staff Door. An estimate of \$1525 from Lappen Security Products for installation of a keyless entry lock for the staff entrance was presented for the Board's review. Additional costs involved with his project were identified. Director Lenz recommended the purchase of this system based on the need for greater security. Discussion ensued.

Motion

Motion to authorize the total cost for the installation of a keyless entry lock for the staff entrance from Lappen Security Products as presented by Murray, seconded by Wicihowski, and carried unanimously.

12. Authorize Purchase of New Staff PC's. Director Lenz requested permission to purchase four computers for staff use.

Motion

Motion to authorize spending \$3500 for four staff computers by Crawmer, seconded by Wicihowski, and carried unanimously.

Brandt & Bongers left the meeting at 5:06 p.m.

13. Change In Policy Structure. Director Lenz proposed changing the format of our library policies to one that allows easy links to them on the Internet. She also recommended including dates when policies are modified and approved. Discussion ensued. Eisen felt it would be beneficial for the Policies and Personnel Committee to prepare a sample chapter in the new format for Board

members to review at their next meeting. He also stressed the importance of continuing to maintain copies of library policies in binders.

14. Governance Policy. Board members reviewed changes to the Governance Policy as proposed by the Policies and Personnel Committee. Additional revisions were recommended. Eisen questioned whether library policy regarding trustee residency requirements complied with city ordinance. Discussion ensued. Revisions of this policy will be presented at the September meeting for Board approval.
15. Volunteer Policy. A newly drafted volunteer policy was presented to the Board for their review. It was recommended that the City Attorney examine this policy before it is presented to the Board for approval.
16. Internet Policy. In an effort to present a self-contained Internet Policy to patrons accessing public computers, the Policies and Personnel Committee recommended that this policy be separated from the Services and Facilities policy. Discussion ensued.
17. Delivery of Board Packets. The pros and cons of delivering Board packets via e-mail only were discussed. There was a consensus that the packets should continue to be sent to all Board members via e-mail and regular mail.

Announcements

18. 9/11 Remembrance Ceremony. There will be a remembrance ceremony for the 10-year anniversary of 9/11 held at 11:00 a.m. at Rocket Stadium in Neenah on Sunday, September 11. Neenah-Menasha Fire Rescue is coordinating the event.

Adjournment

Motion to adjourn the meeting at 5:50 p.m. by Wicihowski, seconded by Wisneski and carried unanimously.

Future meeting dates

The next regular Board meeting will be held in the Gegan Room on Thursday, September 15th at 4:00 p.m.

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