

**D R A F T**  
**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
**December 16, 2010**

**Call to order** at 4:01 p.m. by President Enos

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

Absent: Derouin

Resigned: Nebel

Also present: Director Saecker, K. Seefeldt (Administrative Assistant), Patrick Murray

**Authorization of Bills**

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

**Consent Business**

2. Approve minutes from the Library Board meeting of November 18, 2010  
Accept minutes of Policies & Personnel Committee meeting of December 6, 2010

**Motion**

Motion to approve minutes from the Library Board meeting of November 18, 2010 and accept minutes of the Policies & Personnel Committee meeting of December 6, 2010 by Eisen, seconded by Wisneski, and carried unanimously.

**Director's Report/Information Items**

3. Statistics. November lending was down 3.1% overall from last year. A decrease in circulation of children's materials will be addressed in 2011. Use of self-checks continues to be strong. 41% of our checkouts were done on the self-check machines in November.
4. Winnefox Computer Upgrade. Our circulation system was down on December 7 and 8 for a scheduled computer upgrade. As a result, our self-check machines were not in use. Self-check statistics for December may be down because of this. Director Saecker praised the Circulation staff for their efficiency in handling the workflow while the system was down.
5. Food For Fines 2010. We had another successful Food for Fines program. Donated canned goods paid off \$982.39 in fines. The donations were given to St. Joseph's Food Pantry.
6. New Board Member. Patrick Murray will be joining us as a new board member in January after receiving approval from the City's Common Council.
7. Endowment Donations. We received several helpful donations in November. The American Legion generously donated \$100 toward meeting room use, the Apple Knitter's Guild donated \$100 toward knitting books, and the Charbonneau family made a general donation of \$100.
8. Library Legislation Day. Library Legislative Day will be held in Madison on February 22, 2011. This event gives librarians and library advocates an opportunity to meet with state legislators to discuss the importance of libraries in our state. Director Saecker encouraged library board members to attend.

## **Discussion/Action Items**

9. Committee Appointment. President Enos appointed Sue Werley to the Policies & Personnel Committee.
10. Winnefox Board. Joyce Schoepel, one of our Winnefox Board representatives, has announced that she does not plan to seek reappointment. Eisen stated that it would be worthwhile to have one our own library board members as a member of the Winnefox Board. Sue Werley noted she would like to be considered for this position. Director Saecker will pass this information along to the Winnefox Library System.
11. 2011 Budget. Director Saecker presented a conservative budget for 2011 for the board's consideration. The budget, which met Maintenance of Effort (MOE) per WI Statutes, included a 1% pay increase for staff effective December 31, 2010. It also included no furlough days, allowing us to continue to serve our community the best we can without closing any additional days. Dir. Saecker informed the board that other City non-reps are scheduled to receive the 1% increase and that they will be furloughed. Specific dates and number of days for furloughs still have not been determined. It was noted that the loss in the 2011 budget's Library Materials line item could at least partially be made up with roll-over funds from 2010.

### **Motion**

Motion to approve the 2011 budget as presented by Director Saecker by Eisen, seconded by Wicihowski, and carried unanimously.

### **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 Wisneski, seconded by Brunette. Motion approved on a roll call vote with seven members voting in favor and none opposed.

Kris Seefeldt left the meeting at 4:40 p.m.

### 12. Direction Evaluation and Pay Rate for 2011.

- a.) Library Board members met with Director Saecker to discuss her annual review.

Director Saecker left the meeting at 4:50 p.m.

- b.) Board members discussed an annual pay rate increase for the Director.

### **Motion**

Motion to adjourn the closed session and reconvene in open session at 4:58 p.m. by Werley, seconded by Eisen, and carried unanimously

Director Saecker and Kris Seefeldt returned to the meeting.

### **Motion**

Motion to approve a 1% pay increase for Director Saecker, which is the same amount approved for library staff, to be effective December 31, 2010 by Wicihowski, seconded by Werley, and carried unanimously.

Motion to adjourn the meeting at 5:01 p.m. by Brunette, seconded by Wisneski, and carried unanimously.

**Future meeting dates**

The next regular board meeting will be held in the Gegan Room on Thursday, January 20, 2011 at 4:00 p.m.

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