

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

December 15, 2011

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

Present: Eisen, Enos, Murray, Nichols, Wicihowski, Warren (Teen Rep)

Absent: Crawmer, Kobylski, Wisneski

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

Public Comment

Due to population shifts as a result of the recent census, Menasha's Library will have one less representative on the Winnefox Library System Board in 2012. This will bring Menasha's representation down to one. Jim Reiland and Sue Werley have been serving as our representatives. Reiland's term recently ended. Werley has stated it is her intention to leave the WLS Board unless the Mayor chooses to reappoint her to the Library Board. She believes it is in our library's best interest to have one individual serve simultaneously on each of these boards. Director Lenz will discuss this with Mayor Merkes.

Authorization of Bills

Discussion pertaining to the transfer of memorial funds from the Endowment's memorial account to the Community Foundation's memorial account ensued.

Motion to defer transfer of funds from the Vollmer and Loescher Endowment Memorial accounts to the Community Foundation Memorial accounts by Murray, second by Eisen, and carried unanimously

Motion to authorize payment of the December list of bills from the 2011 budget as amended by Nichols, seconded by Wicihowski, and carried unanimously.

Consent Business

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

Approve minutes from the Library Board meeting of November 17, 2011

Accept minutes of Policies & Personnel Committee meeting of November 30, 2011

Motion

Motion to approve minutes from the Library Board meeting of November 17, 2011 and accept minutes of the Policies & Personnel Committee meeting of November 30, 2011 by Eisen, seconded by Murray, and carried unanimously.

Director's Report/Information Items

1. Endowment Report. This month's report was reviewed. Board members expressed an interest in inviting a representative from the Community Foundation to a future meeting to explain their role in managing the library's funds. They also recommended that the Library Director and Investment Committee confer with an independent financial advisor on investment strategies.

Donations made to the library's endowment this fall include:

\$20.00	Brownie Troop 2545	Meeting Room
\$25.00	Jacobsen Creek Condo Assoc.	Meeting Room
\$25.00	Menasha Girls Fast Pitch Club	Meeting Room
\$1415.00	Helen Fahrback Memorial Bequest	Adult Books-Poetry/Literature
\$60.00	Stitchers Indeed	Meeting Room

\$185.00	Joe Vollmer Memorial Bequest	Vollmer Memorial Fund
\$15.00	Sparks Recital	Meeting Room
\$417.00	Hafenbreadl Memorial Bequest	Adult Regular & Large Print/Children's Bks.
\$40.00	Donation in honor of Jodi Hesselman	Children's Books
\$20.00	Chang Recital	Meeting Room
\$100.00	Apple Knitters Guild	Adult Books
\$50.00	UW-O Learning In Retirement	Meeting Room
\$150.00	McClone Insurance Agency	Meeting Room
\$100.00	Annual Donation from M. Charbonneau	Endowment's General Fund

2. Current Budget Status Report for End of November. To date, 86.8% of the 2011 budget has been spent.
3. November Statistics. Director Lenz reported that she is revising the format of our monthly statistical report. Beginning in 2012, she will incorporate year-to-date totals. Lending for most formats tends to be about 10% less than last year's totals. We expect to see significant increases in the circulation of eBooks after the holidays.
4. Staff. Retired library assistant Karen Drechsel recently passed away. Memorial contributions from the Board and staff will be used to purchase a garden bench for the library in Karen's memory.
5. Library Year Events. Director Lenz reviewed a list of library events scheduled in 2012. We will be including a Diversity Fair as well, once that date has been determined.

(Beson left the meeting)

6. Library Legislative Day. Library Legislative Day will be held in Madison on February 14, 2012. Board members were encouraged to attend. Registrations are to be processed by the library's administrative assistant. Board members were also encouraged to join the Wisconsin Library Association.

Discussion/Action Items

7. Recommendations of the Policies and Personnel Committee. This Committee recommended a change to the "days closed" section of Chapter IV. They proposed including New Year's Eve day to the list of holiday hours. Including an additional paid holiday for employees would bring our policies closer in line with the City's. Eisen stated he was opposed to shortening the library's service hours. He also expressed concerns about awarding an additional paid holiday to staff and approving proposed step increases for 2012. He stated that he had recently been informed that the City planned to eliminate step increases for their employees next year. Members of the Policies & Personnel Committee agreed to review the library's step increase procedures when they update Chapter VII *Personnel Policies*.

Motion

Motion to accept the Policies and Personnel Committee's recommended changes to the Services & Facilities policies by Wicuhowski, seconded by Nichols, and carried unanimously.

Director Lenz reviewed additional proposed changes to Chapter IV which addressed petitioning in the library. There was a consensus to table this item and return it to the Policies and Personnel Committee for further consideration. Nichols commended staff on how well they handled a recent situation when someone wanted to collect petition signatures in our lobby.

8. 2012 Budget. The board reviewed the 2012 budget process. The library's 2012 final budgeted amount is \$1,380,664, which is 3.7 percent less than the current year's budget. The city's portion of that budget is \$895,118 or 5.7 percent less than its portion of the current year's budget.

The budget request initially approved by the board in September was for the same amount as the current year. At their meeting on September 15, 2011, the Library Board approved a 2012 budget with a 2 percent cost of living adjustment for employees, as recommended by Mayor Merkes. The mayor removed \$40,000 before submitting it to the council for approval. In the meantime, changes were made to the employees' health insurance plan from one with a low premium and low co-pays to one with no premium for employees but high deductibles. Also, this year the state's budget bill mandated that 5.9% of library personnel's pay be deducted for the Wisconsin Retirement System. In the past, that portion had been paid by the employer, as a long-standing benefit. Library staff will also no longer benefit from sick time payouts as an incentive not to use sick time during the year.

No action was taken to change the provisions in the original budget request approved by the board in September. After all bills are paid for the fiscal year, the director will present a new operating budget for 2012 with the new figures.

Teen Representative Nelson Warren inquired about the library's fundraising policies. He may have ideas to share with the Board in the future regarding fundraising.

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 Murray, seconded by Eisen. Motion approved on a roll call vote with five members voting in favor and none opposed.

Bongers and Warren left the meeting at 5:26 p.m.

9. Salary Steps for 2012. The following staff members are recommended to receive salary step increases in 2012:

Ana Maria Acosta	Librarian	Base>Step 2
Joe Bongers	Library Supervisor	Step 9>10
Katie Fahley	Page	Step 1>2 (top)
Kelly Moran	Page	Step 1>2 (top)
Pattie Stanislawski	Librarian	Step 9>10
Vanessa Taylir	Librarian	Step 3>4
Liz Tubman	Assistant Librarian	Base>Step 2

10. Performance Recognition Steps for 2012. The following staff members are recommended to receive performance recognition step increases in 2012:

Kathy Beson	Library Supervisor	Step 10>11
Kathy Hannah	Librarian	Step 12>13
Julie Wing	Clerk	Step 11>12

11. Director's Probationary Review. Policies & Personnel Committee chair Kathy Wicichowski reviewed the results of the director's recent probationary evaluation. Director Lenz thanked the Board for their helpful comments. She requested that they award her no COLA in 2012 as she just completed her 6-month probationary period and felt a cost of living increase was unwarranted.

Motion

Motion to adjourn the closed session and reconvene in open session at by Wicihowski, seconded by Murray. Motion carried on a roll call vote with five members voting aye and none voting nay.

Motion

Motion to approve the salary step promotions for 2012 as presented by Wicihowski, seconded by Murray. Motion carried with 4 members voting aye and Eisen voting nay.

Motion

Motion to approve the performance recognition steps for 2012 as presented by Wicihowski, seconded by Nichols. Motion carried with 4 members voting aye and Eisen voting nay.

Motion

Motion not to award Director Lenz a COLA in 2012 per her request by Murray, seconded by Nichols, and carried unanimously.

Motion to adjourn the meeting at 5:45 p.m. by Eisen, seconded by Nichols and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, January 19, 2012 at 4:00 p.m.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary