

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
October 25, 2011

Call to order at 4:07p.m. by President Enos

Present: Crawmer, Eisen, Enos, Murray, Nichols, Wicihowski, Wisneski

Excused: Kobylski

Also Present: Director Lenz, Department Head of Adult Services Bongers (left @ 4:45pm)

Public Comment/Communications

New Board Member Becky Nichols was introduced.

President Enos formed an ad hoc committee to recommend a plan for relocating an art work in the library consisting of trustee Wicihowski, possibly former library director Jack Fry, and children's library assistant Liz Tubman. Trustee Wisneski offered to be an alternate.

The art wall in the fireside lounge will be repaired at a cost of about \$450 with the labor being done free by the previous installer and possibly city public works employees.

Election of Officer/President's Appointment

Eisen nominated Patrick Murray for the vacant Vice-President position. Upon close of nominations Murray was elected unanimously.

President Enos appointed Kobylski to the Finance Committee and Nichols to the Policies & Personnel Committee.

Authorization of Bills

Incomplete due to illness of Office Manager Seefeldt.

Consent Business

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

Approve Library Board meeting minutes September 15, 2011

Accept Investments Committee minutes September 22, 2011

Accept Policies & Personnel Committee minutes October 12, 2011

Accept Finance Committee minutes October 13, 2011

Motion: President Enos asked for Unanimous Consent to approve and accept the minutes as presented above. Hearing no objections the motion carried.

Director's Report/Information Items

Current Budget Status Report. The status of the 2011 budget as of September 30 was reviewed. Director Lenz reported that 72% of the budget has been spent to date.

Lending statistics were down 3.9% overall from September 2010. Adult Department saw a -0.4 % decrease; Children's Department was down 7.8%. Eisen noted the cyclical nature of lending statistics. Director Lenz distributed sample Appleton & Neenah statistic tallies for the Board to examine and comment on for a possible alternative to the established format. On the Statistical Summary distributed at the meeting both the September 2011 and 2010 numbers were formatted.

Discussion/Action Items

After a brief review and discussion of the September 2011 Investment Committee Recommendations, all recommendations were approved. Motion to approve was made by Wisneski, seconded by Nichols, and carried unanimously. (copy of the Recommendations is attached)

Personnel & Policies Committee recommendation on Organizational Structure Policy was reviewed and modified with wording on A. Governance 3. changed to read : 3. The Library board governs itself and the library through policies which it adopts. The Library board may temporarily or, in particular circumstances, vote by a two-thirds (2/3) majority of its members to approve an exception to its policies. Changes in policies must be presented at one meeting for adoption at a subsequent meeting. Policy B. Board of Trustees 1. Functions b. changed to read : b. Serve as liaison between the library and municipal government. Motion to approve with above changes by Eisen, seconded by Wisneski, passed unanimously.

Personnel & Policies Committee recommendation on Volunteer Policy returned to Committee for additional research.

Personnel & Policies Committee recommendation on Services & Facilities approved by Unanimous Consent for its first reading.

Personnel & Policies Committee recommendation on Code of Conduct approved by Unanimous Consent for its first reading.

Review of the 2012 Budget process included a brief overview of the options recommended by the Finance Committee. Although it appears that savings occurring during this fiscal year may cover the Mayor's request for budget reductions in 2012, Director Lenz has been directed to cost out numerous options including a pay freeze, materials budget freeze, withholding funds requested by Winnefox for eBooks, and a variety of reduction of hours of service to the public. Director Lenz will appear before the Common Council on November 14th at 5:00 pm when the Council will consider the Library Budget. Trustees are encouraged to attend & support the Library.

Announcements

Workshop on policies. Director Lenz encouraged Board Members to attend a workshop on policies at the Ripon Public Library Tuesday November 15th at 9:30am

Board Expansion. Mayor Merkes is considering expanding the Library Board with one or two additional trustees. The sense of the Board was that one additional is sufficient. Director Lenz to advise the Mayor. An additional appointee by the County Executive is permitted by statute. Trustee Eisen to advise the County Executive.

Friends Bake Sales are scheduled for December. More details to come.

Adjournment

Motion to adjourn the meeting at 5:47 by Wisneski seconded by Wicihowski, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on **Thursday, November 17** at 4:00p.m.

The Policies and Personnel Committee agreed to meet on Tuesday, November 29, at 6:30 p.m.

Respectfully submitted,
Paul Eisen, Secretary

ELISHA D. SMITH BOARD OF TRUSTEES INVESTMENT COMMITTEE

Recommendations

September, 2011

1. Three of the certificates of deposit at First National Bank be cashed out and used to purchase cd's with corresponding investment times at Community First Credit Union to take advantage of better rates.
2. The Randi Glass fund at the Community Foundation should be rolled into the Foundation's Memorial Trust – Other.
3. The \$5,477.80 received as interest from the Community Foundation this July should be designated for the Building Maintenance Fund (\$3,000) and the General Fund (\$2,477.80).
4. The library has recently received \$2,105 from the estate of Helen Farhbach, a former librarian here at the library. That money should be designated for materials and programs that deal with poetry and literature in memory of Helen Farhbach.
5. The General Fund should be used to purchase a Nook and a Kindle for staff to develop staff expertise on downloading eBooks from Overdrive. This is about \$650.
6. Some endowment funds donated as memorials have been designated for a specific purpose.
Recommendation: Spend those funds down as they were designated years ago, with these guidelines:
 - The Randi Glass \$1,330.30 should be spent on children's materials.
 - The Graves \$291.26 should be spent on children's materials.
 - The Howe \$444.32 should be spent on youth audiobooks and cd's.
 - \$500 of the Loescher funds should be spent on books dealing with sewing or related crafts. The other \$4697.47 should be put into the Loescher trust fund at the Community Foundation.
 - The Matthes \$1975.04 should be spent on materials dealing with wildlife, the environment, etc.
 - The Volmer \$378.38 and any additional funds received from the Volmers should be added to the fund in their name at the Community Foundation.
7. Changes should be made to these designations:
 - **Recommendation:** The Building Fund should be renamed the Building Maintenance Fund.
 - **Recommendation:** The Fireside Room Art Project money should be used to fix the art wall.
 - There is money that has been donated to maintain and restore a cloth statute of Jean Nicolet that is currently shrouded in a tarp and stored in the attic. We recently asked the Historical Society if

they have any interest in this sculpture.

Recommendation: The sculpture and this donation should be given to the Menasha Historical Society if they choose to accept it.

- **Recommendation:** Designated money left in the Highsmith Fund should be transferred to the General Fund.
- **Recommendation:** Library Administration should make a connection with the Heckrodt Wetland Preserve to discuss using the money designated for supporting education at that facility.
- **Recommendation:** Money left in the Literacy Grant/Sam's Club designation should be transferred to the General Fund.
- **Recommendation:** Money left in the Promotion and advertising designation should be transferred to the General Fund.
- **Recommendation:** Money designated to the Friends of the Library should be moved to Teen/Adult Programs (\$2,000), Adult Books (\$2,000), and 1000 Books before Kindergarten (\$2,000). These are approximate amounts made during the past three book sales.