

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
June 16, 2011

Call to order at 4:05 p.m. by President Enos

Present: Crawmer, Eisen, Enos, Murray, Werley, Wicuhowski

Absent: Brunette, Wisneski

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

Public Comment

Werley informed the Board that she had agreed to continue representing the school district on our Board at the request of Bob Kobylski, Superintendent of Schools. Werley will retire from the district at the end of their 2011 summer school session.

Introduction of New Library Director

Vicki Lenz was introduced to the Board as our new Director. She is scheduled to begin work on Monday, June 27th.

Authorization of Bills

1. **Motion** to authorize payment of the June list of bills from the 2011 budget by Eisen, seconded by Wicuhowski, and carried unanimously.

Consent Business

2. Accept minutes of the Executive Director Search Committee meeting of May 11, 2011
3. Approve minutes of the Library Board meeting of May 19, 2011

Motion

Motion to approve minutes from the Library Board meeting of May 19, 2011 and accept the minutes from the Executive Director Search Committee meetings of May 11, 2011 by Murray, seconded by Wicuhowski, and carried unanimously.

Director's Report/Information Items

4. Statistics. Interim Director Nelson reported that we are continuing to follow previous lending trends, but appear to be closing the gap. Werley expressed concern regarding the decline in children's lending. Nelson recapped continued efforts by staff in the Children's Department to address this concern. They include routine weeding of the collection, making use of special displays and maintaining an appealing appearance of the collection. He assured the Board that this concern would be taken into consideration when we evaluate our long range goals and objectives.
5. Leadership Fox Cities. The Fox Cities Chamber of Commerce & Industry sponsors Leadership Fox Cities, a 9-month course designed to instill a commitment to community services. Interim Director Nelson recommended that the Board encourage the new director to participate in the

program, noting that it would offer opportunities for the library to establish valuable connections within our community. Membership fees could be paid for by the Friends of the Library. We will explore the option of partnering with the City's existing member in this program as a cost savings. Enos recommended that our library extend an offer to host some of the program's meetings.

6. 2012 Winnefox Library System Budget and 2012 Winnefox Automated Library System Fee Structure. Interim Director Nelson met with other Winnefox member library directors on May 31 to review the proposed 2012 budget plan. As a result of Fond du Lac Public Library leaving the WALs shared automation system and a 10% State reduction in aid to public libraries in the first year of the 2011-13 biennium, it will be necessary to reduce expenditures by approximately \$260,000. A number of cuts were proposed, as well as alternatives to the WALs fee structure. Options for reducing the fee structure were reviewed. These were based on the assumption that Winnefox will increase its contribution from \$80,000 to \$194,000. For the most part, the directors favored no change in the base fee of \$6,800. Adjustments to the proposed WLS budget were reviewed. A preliminary draft of the budget will be presented to the Winnefox Library System Board in July, with final approval taking place in September.
7. Technology-Related Services of the Winnefox Library System. Interim Director Nelson gave an overview of many of the services provided to all member libraries in the Winnefox Library System. These included infrastructure, the shared automated system, personal computer support, website development and staff e-mail. He recommended that our library explore the option of an on-line record keeping system as a means to track staff schedules, absence requests and other similar needs.
8. Dark Clouds on the Horizon: UW System Omnibus Bill Motion, Sections 23-26. Interim Director Nelson reported that the State Assembly voted to pass a budget that included deleting plans to dismantle WiscNet. WiscNet is the Internet service provider for Winnefox Library System and most of the schools, colleges, universities and other public library systems in Wisconsin. We were encouraged to continue monitoring this situation until the final version of the budget bill has been signed by the Governor.
9. Wireless Usage Statistics. Winnefox Library System now provides a monthly report on the number of devices that have connected to an individual library's wireless service. Menasha had 1236 for the month of May. We anticipate including this information within our monthly statistical report.
10. Comment Worth Sharing: "Book Reader" vs. "Book Owner." John Makinson, chief executive of Penguin Group publishers, assured readers of the Wall Street Journal that there will always be a market for physical books.
11. Long Range Plan 2008-2012. Interim Director Nelson gave a brief overview on how long-range planning developed in libraries. He felt this was a good time for our new director to review the content of the library's existing long-range plan. Menasha's changing demographics were discussed. Nelson noted there were some missing entries in the demographics graph that was included in his report. We will include a revised copy of that in the library's files. Werley stated that when new objectives are written, they must be measurable.
12. Library Services and Technology Act Grant Update. We received the remainder of our funding for the Menasha Job Lab grant, i.e., \$4,500 of the \$6,000 awarded.
13. Other Donations. We received \$620 in donations in memory of Helen Fahrbach, \$50 for children's materials in honor of Linda Groh's retirement and \$56 for the Friends of Menasha Library in memory of John Dombeck.

14. Audit. Schenck SC conducted an annual audit of the library's accounts on June 9. All of our financial records were found to be in order.

Discussion/Action Items

15. Library Board Nominating Committee. Patrick Murray, Kathy Wicichowski and Jill Enos volunteered to serve on this committee. They will present a slate of nominees for board officers at the July meeting. Nominations from the floor will also be accepted.

16. Proposal for Elevator Repair. Building Supervisor Adam Alix continues to monitor this situation. He recently reported that he had not had to resynchronize the elevator in the past week or so. He plans to contact Kone to see if an issue other than the jacks and valves may be causing the existing problem.

The importance of having a contingency fund for expenses like this was addressed. It was recommended that we have DPI confirm whether the Library Board has authority over any budget funds that remain at year end.

There was a consensus to request Adam Alix to update the Finance and Building & Grounds Committees on the status of the facility overall and any anticipated repairs. The Committees will report their findings to the Board at their August or September meeting.

Joe Bongers left the meeting at 5:02 p.m.

17. Interim Director's Departing Thoughts. Interim Director Nelson shared his ideas regarding changes or additions that could be made to benefit our library. They included developing a flyer to promote membership on the Board, revisit the topic of adding a county appointment to our Board, create an organization chart that includes staff members with job titles and full-time equivalency status, update job descriptions where needed, develop an improved method of sharing staff schedules, develop a method for tracking issues within the building and inappropriate patron behaviors, review the library's space needs and organization of its collections, reduce the size of the adult reference collection, reduce the size of adult fiction and nonfiction collections, and consider more effective means of displaying and marketing paperbacks.

Cate Brandt left the meeting at 5:25 p.m.

Announcements

1. Paul Eisen stated the Oshkosh Northwestern reported recently that the Carter Memorial Library in Omro began working with fundraiser Boris Frank from Madison. They are planning to assess whether the economic climate is suitable to begin soliciting donations to their library. Eisen reminded members that he had recently attended Frank's fundraising workshop sponsored by Winnefox Library System and that an on-line video of that was available.
2. Administrative Assistant Kris Seefeldt reported that the library partnered once again with the Arc Fox Cities on an entry in the Memorial Day parade. Participants along the parade route enthusiastically supported both groups. Interim Director Nelson encouraged us to find ways to connect with these community supporters.
3. Eisen extended an invitation to the Library Board and staff members to join him and his family at a July 4th celebration at his home. A copy of the invitation will be posted in the staff lounge.

Adjournment

Motion to adjourn the meeting at 5:30 p.m. by Werley seconded by Wicichowski and carried unanimously.

Future meeting dates

The next regular Board meeting will be held in the Gegan Room on Thursday, July 21, 2011 at 4:00 p.m.

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