

**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**

**July 21, 2011**

**Call to order** at 4:02 p.m. by vice-president Wicihowski

**Present:** Crawmer, Eisen, Murray, Werley, Wicihowski, Wisneski

**Absent:** Brunette, Enos

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

**Election of Officers**

1. On behalf of the Nominations Committee, Wicihowski presented the following slate of names for the consideration of the Board.

President: Jill Enos

Vice-president: Sue Werley

Secretary: Paul Eisen

There were no nominations from the floor.

Eisen entered the meeting at 4:03 p.m.

**Motion**

Motion to elect Enos as President, Werley as Vice-President and Eisen as Secretary by Wisneski, seconded by Murray and carried unanimously.

Vice-president Werley assumed the role of presiding officer for the remainder of the meeting.

**Appointment of Standing Committees**

Vice-president Werley presented the following list of appointments to the standing committees:

Policies & Personnel: Wicihowski (ch), Crawmer, Werley

Finance: Enos (ch), Eisen

Buildings & Grounds: Murray (ch), Wicihowski, Wisneski

Investment: Enos (ch), Murray, Director Lenz

County Liaison: Eisen

**Public Comment**

Director Lenz distributed information from Building Supervisor Adam Alix regarding anticipated maintenance needs of the building. This topic will be discussed in detail at a joint meeting of the Finance and Policies & Personnel Committees.

**Authorization of Bills**

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

Eisen requested an explanation of the \$300 expenditure from Appleton Public Library for paperback spinners. These items were purchased used from APL to display our paperback collection.

**Consent Business**

2. Approve minutes of the Library Board meeting of June 16, 2011.

## **Motion**

Motion to approve minutes from the Library Board meeting of June 16, 2011 by Murray, seconded by Wisneski, and carried unanimously.

## **Director's Report/Information Items**

3. Statistics. Lending statistics were down 8.7% overall from June 2010. The effects of reductions in the library materials budget on lending in recent years were discussed. Director Lenz presented a 10-year snapshot of June circulation statistics for the Children and Adult Departments, which illustrated a steady increase in lending during that time period. Additional statistics were reviewed.
4. Summer Library Program Statistics and Reports. Kathy Beson, Head of Children's Services, gave an overview of summer reading program statistics to date. As of June 30, 686 children ages three years old to fifth grade had signed up in-house. 86 children had registered through Menasha Schools for the in-school reading program. Staff reported they are encouraged by the high rate of participation at this point in the program.
5. Endowment Donations. Neenah-Menasha Grassroots Group donated \$20 for meeting room use. We received the annual distribution from our Community Foundation Endowment Account in the amount of \$5,477.80. This was deposited into our Endowment's General Account at First National Bank. The Director and Administrative Assistant are scheduled to meet with staff at the Community Foundation to discuss our accounts. Patrick Murray, a member of the Board's Investment Committee, will join them.
6. Update on Fond du Lac Leaving WALs. Director Lenz updated the Board on Fond du Lac Public Library's plans to leave the Winnefox Automated Library System at the end of the year. She reported that she and NPL Director Stephen Proce had recently issued a joint press release concerning this matter. As a result of Fond du Lac's departure, WALs participation fees were recalculated. For most of the remaining consortium members the fees will be slightly reduced next year. Menasha's annual fee will be reduced from \$71,045 to \$70,457.
7. Overdrive eBooks. The Wisconsin Public Library consortium has contracted with a company called Overdrive to provide public libraries with downloadable ebooks and audio books. In 2012 our library system, along with others throughout the state, will contribute funds to this service to increase the number of titles and copies available. Director Lenz reported that our share of that cost will be a few thousand dollars. Board members agreed that this would be a good investment.
8. Spring 2012 Fox Cities Book Festival. Planning for the 2012 Festival is in progress. The Fox Cities Book Festival Committee is in the process of contacting authors interested in participating.
9. Paul's List. Director Lenz is reviewing recommendations made by Interim Director Paul Nelson before his departure. She issued a staff organization chart to the Board and plans to re-examine some library policies. Used spinners for displaying paperbacks were purchased from Appleton Public Library.
10. Preliminary Discussion of Budget Issues. Mayor Merkes informed Director Lenz that our overall budget total for 2012 will remain approximately the same as this year's total. As reported previously, our WALs annual fee should be slightly reduced. Our annual payment from Calumet County will be \$71,805, an increase of \$2,083 from 2011. The Library's budget will also benefit from employees paying the employees' share of WRS retirement contributions.

## **Discussion/Action Items**

11. Wisconsin's Act 10 Budget Bill Changes. Director Lenz requested that the Board approve a payroll deduction of 5.8% for library employees' contribution to the Wisconsin Retirement System from wages and salaries paid with pre-tax dollars beginning the second pay period of July 2011. The Director also informed the Board that the Maintenance of Effort clause was removed

from Chapter 43 of the state statutes. There was also a change to personnel law which states that newly hired employees working fewer than 1200 hours during any 365-day period aren't required to receive WRS retirement benefits. Before this change, eligibility for this benefit was based on 600 hours worked.

#### **Motion**

Motion to approve a payroll deduction of 5.8% for library employees' contribution to the Wisconsin Retirement System from wages and salaries paid with pre-tax dollars beginning the second pay period of July, 2011 by Wicichowski, seconded by Wisneski and carried unanimously.

12. Set 2012 Scheduled of Library Closings. A list of library closings for 2012 was presented to the Board for their consideration.

#### **Motion**

Motion to approve the list of library closings for 2012 as presented by Eisen, seconded by Murray and carried unanimously.

Wicichowski left the meeting at 4:50 p.m.

13. Set Date and Time for Policies & Personnel Committee Meeting. Committee members agreed to select a meeting date once they have checked their personal calendars. Director Lenz noted that the City of Menasha is considering prohibiting anyone from carrying a concealed weapon into most City buildings. The Policies & Personnel Committee will need to consider what repercussions library patrons should face if they violate the City's postings.

14. Closing Request for Staff In-service on Sept. 23, 2011. Director Lenz requested that the library be closed from 8:30 a.m.-1:00 p.m. on Friday, September 23 for staff training.

#### **Motion**

Motion to approve closing the library for staff training on September 23, 2011 as requested by Eisen, seconded by Murray and carried unanimously.

15. Set Time and Date for Joint Meeting of the Finance and Building & Grounds Committee Meeting. The Director will arrange a meeting date with committee members via e-mail.

16. Set Times and Dates of Next Year's Library Board Meetings. There was a consensus to continue holding Library Board meetings on the third Thursday of the month at 4:00 p.m.

#### **Announcements**

17. Reception for Library Director. A reception to welcome the new Director to our community is scheduled to be held on Friday, August 12 from 3:30-6:00 p.m. in the Miron Fireside Room. All are welcome. Eisen recommended that we include library donors on our invitation list.

18. Budget Planning Request. The Board requested Director Lenz to present a timetable for the complete 2012 budget planning process at their August meeting.

#### **Adjournment**

Motion to adjourn the meeting at 5:10 p.m. by Eisen, seconded by Wisneski and carried unanimously.

#### **Future meeting dates**

The next regular Board meeting will be held in the Gegan Room on Thursday, August 18, 2011 at 4:00 p.m.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary