

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
May 19, 2011

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

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

Absent: Brunette

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

Authorization of Bills

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

Consent Business

2. Accept minutes of the Executive Director Search Committee meeting of April 20, 2011
3. Approve minutes of the Library Board meeting of April 21, 2011
4. Accept minutes of the Executive Director Search Committee meeting of May 4, 2011

Eisen noted that the agenda for the Executive Director Search Committee meeting held on May 4 was not posted on the City's website. Seefeldt will check into this.

Motion

Motion to approve minutes from the Library Board meeting of April 21 and accept the minutes from the Executive Director Search Committee meetings of April 20 and May 4 by Wicihowski, seconded by Wisneski, and carried unanimously.

Werley arrived at 4:15 p.m.

Director's Report/Information Items

5. Statistics. Interim Director Nelson reviewed this month's statistical comparisons for adult and children's print and audiovisual materials. Reasons for lending decreases, including the impact of this year's budget reduction, were discussed.
6. 2007-2011 Library Budget Appropriations and Expenditures: An Overview. 2007-2011 budget appropriations and expenditures were reviewed. Interim Director Nelson addressed questions from the Board. Werley stressed the importance of increasing revenue. She recommended that the Board take this into consideration when planning the library's 2012 budget. Nelson stated that funding for staff training expenses had been zeroed out in the 2011 budget. He stressed the importance of encouraging staff to participate in continuing education opportunities and reimbursing them for the expenses they incur.
7. National Library Week Food for Fines Donations. Menasha patrons paid off a total of \$616.28 in fines during April's Food for Fines event.
8. 2012 Library Revenue: Winnebago County Levy Operational Request. The formula for calculating the amount of Menasha's request for next year, based on 100% of full funding, was reviewed. Our request for 2012 will be \$337,168, a decrease of \$2,293 from 2011.

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

9. 2012 Library Revenue: Winnebago County Levy Major Facility Request. The formula for calculating the amount of Menasha's request for 2012 was reviewed. Our request will be \$56,773, a decrease of \$673 from 2011. Winnebago County library directors and WLS Assistant Director Mark Arend will be meeting with the Winnebago County Agriculture & Extension Education Committee on May 26 to discuss 2012 county library budget requests.
10. 2012 Library Revenue: Calumet County Reimbursement (Act 420). Adjacent counties are required to reimburse public libraries 70% of the cost of serving county residents who live in areas of the county without public library service. In 2012, our library is scheduled to receive a payment of \$71,805 from Calumet County. This increase of \$2,083 from 2011 should compensate for the loss of Winnebago County funding in 2012.

Werley returned to the meeting at 4:53 p.m.

11. Review of Library Circulation by Format and Turnover Rate. Interim Director Nelson reviewed a summary of the number of items owned by our library, their circulation in 2010, and their turnover rate by format. This information provides a sense of how materials within our collection are being used. Menasha's overall turnover rate is 3.29. Comparison turnover rates for other libraries in our area were discussed.
12. 2011 Fox Cities Reads and Fox Cities Book Festival. Both of these successful events were well received by the community. The Fox Cities Book Festival included appearances by dozens of authors throughout the Fox Cities, five of which were held here at our library. Menasha Library's staff were significantly involved in planning many of these programs.
13. Helen Farhbach Memorial and Estate. Former library employee Helen Farhbach recently passed away. Her family designated our library as one of Helen's memorials. We also received word that Helen's last will and testament designates 5% of her estate to be divided in equal portions between our library, St. Timothy Lutheran Church and the Wisconsin Council for Writers.
14. Other Donations. We recently received several contributions, including \$100 from Paul Eisen toward the cost of the library staff in-service, \$442 toward Madeline Hafenbreadl's memorial, \$90 toward meeting room use from the Neenah-Menasha Firefighters, and \$45 for an exam that was proctored.
15. 2011 Wisconsin Association of Public Libraries Conference. Staff members Kathy Hannah and Joe Bongers recently served as program presenters at the WAPL Conference in Madison.

Discussion/Action Items

16. Fond du Lac Public Library, WALs Shared Catalog System, and Winnefox Library System. Last month, the Board was advised of Fond du Lac Public Library's plans to withdraw from the Winnefox Automated Library System if their current \$102,886 shared automation system cost wasn't reduced to \$50,000 for 2012. The Board had discussed the impact this would have on the remaining members of WALs. Interim Director Nelson clarified the amount of the estimated decrease in 2012 revenue if FDLPL would leave WALs. The Winnefox Library System Board will be voting on May 25 on whether to support FDLPL's request for a 50% WALs fee reduction in 2012. Discussion ensued.

Motion

Motion to direct Interim Director Paul Nelson to draft a letter to the WLS Board stating that Menasha Library's Board of Trustees does not support Fond du Lac Public Library's request for a WALs fee reduction in 2012 by Werley, seconded by Murray, and carried unanimously.

Motion

Motion to adjourn into closed session pursuant to WI State Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility by Werley, seconded by Wicihowski.

Werley left the room at 5:23 p.m.

On a roll call vote Crawmer, Eisen, Enos, Murray, Wicihowski and Wisneski voted in favor, Werley was absent.

Brandt and Bongers left the meeting at 5:24 p.m.

Werley returned to the meeting at 5:25 p.m.

17. Report from the Executive Director Search Committee. Jill Enos, Library Board President and Chair of the Executive Director Search Committee, summarized the results of the search process and presented the Committee's recommendation to the Board. Recommendations for compensation and benefits to be offered to the candidate were discussed.

Closed session was adjourned and the Board reconvened in open session on a roll call vote with Crawmer, Eisen, Enos, Murray, Werley, Wicihowski and Wisneski voting aye. None opposed.

Brandt and Bongers returned to the meeting at 5:43 p.m.

Motion

Motion to accept the recommendation of the Executive Director Search Committee for the position of Library Director by Murray, seconded by Wisneski, and carried unanimously.

Announcements

President Enos announced that Vicki Lenz would be offered the position of Library Director. She stated she would notify her of the Board's decision that evening.

Adjournment

Motion to adjourn the meeting at 5:45 p.m. by Werley seconded by Wisneski and carried unanimously.

Future meeting dates

The next regular Board meeting will be held in the Gegan Room on Thursday, June 16, 2011 at 4:00 p.m.

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