

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
November 15, 2012

Call to order at 4:00 p.m. by President Murray

Present: Eisen, Enos, Kiley, Kobylski, Murray, Nichols, Wicihowski

Absent: Crawmer, Webster

Also present: Director Lenz, K. Seefeldt (Office Manager), C. Brandt (Head of Circulation Services), K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services)

Public Comment

Murray noted the success of the Multicultural Festival held here on November 10. Eisen stated that he had attended a recent session at the WLA Convention on library fundraising.

Authorization of Bills

Motion to authorize payment of the November list of bills from the 2012 budget as presented by Enos, seconded by Wicihowski, and carried unanimously.

Consent Business

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

Approve Library Board meeting minutes, October 18, 2012

Accept minutes of the Policies & Personnel Committee meeting of September 11, 2012

Accept minutes of the Ad Hoc Long Range Planning Committee meetings of August 27 and October 23, 2012

Motion to approve the Library Board meeting minutes of October 18, 2012 and to accept minutes of the Policies & Personnel Committee meeting of September 11, 2012 and the Ad Hoc Long Range Planning Committee meetings of August 27 and October 23, 2012 by Nichols, seconded by Enos and carried unanimously.

Director's Report/Information Items

1. October Statistics. Lending statistics were up approximately 1% from October of last year. Digital materials that were downloaded by patrons increased significantly, as did the use of wireless Internet access within the building. Library programs continue to be well attended. Program attendance was up approximately 38% for adults and 27% for children over last year.
2. Endowment Report. Copies of the endowment report dated November 15, 2012, were distributed. The Community Foundation has informed us that postings of our investment activity reports for October have been delayed.

3. Current Budget Status. Spending is on target. Director Lenz reported that 83.6% of the year had passed and year-to-date expenditures were at 81.1%.
4. Staff Reports.
 - Director Lenz updated the Board on the success of the library's first Multicultural Festival which was held on November 10.
 - Joe Bongers, Head of Adult Services, will begin a family medical leave on November 27.
 - Bongers held a very popular series of genealogy programs in October.
 - Paul Eisen recently attended WLA Conference workshops which addressed marketing & fundraising. In light of existing economic conditions in the City of Menasha, he emphasized the importance of addressing the need to increase the size of the library's endowment through fundraising, noting that the library's new long range plan should contain goals and objectives pertaining to financial planning.
5. Long Range Plan Committee Report. The Committee created a public satisfaction survey which is available at various locations throughout the city. Plans are being made to form a focus group made up of key community members willing to share their visions for the library. Discussion questions pertaining to long range planning were distributed to the trustees, and Board members will share their opinions on these topics at the December Board meeting.
6. Personnel and Policies Committee report.
 - Director Lenz, Committee Chair Wicichowski and Office Manager Seefeldt met with the City Attorney on November 29 for a final review of the Personnel chapter. After recommending some changes for committee review, Attorney Captain invited the committee to submit their final draft to the city's insurance carrier's attorneys for their assessment.
 - Wicichowski reported that the Committee began working on the year-end evaluation of the director. Board members were encouraged to return their completed evaluation forms as soon as possible to her. Staff members have been asked to complete an evaluation of the director as well. Information from these evaluations will be compiled and shared with the Board at the December meeting.

Discussion Action Items

7. Ad Hoc Fundraising Committee. President Murray called for the creation of a Fundraising Committee and appointed himself, Crawmer, Eisen and Kiley to serve on the committee; Murray will chair. The committee will begin to meet sometime in February.

Cate Brandt left the meeting at 4:38 p.m.

8. Zinio (on-line magazine subscription). Director Lenz recommended that our library join other libraries in the Winnefox System who plan to offer this on-line service to patrons in 2013. Winnefox has awarded the project a grant to help defray costs.
9. 2013 Budget Request. Several Board members joined Director Lenz when she presented the library's budget request to the Common Council on November 7. The city's 2013 budget will be finalized at the Council's November 19 meeting.

Kathy Beson left the meeting at 4:45 p.m.

Announcements

10. Trustee Essentials. President Murray summarized Chapter VI, *Evaluating the Director*. Enos agreed to summarize Chapter VII at the next meeting.

Adjournment

Motion to adjourn the meeting at 4:54 p.m. by Enos, seconded by Wicihowski and carried unanimously.

Respectfully submitted,
Kathy Wicihowski, secretary
Kris Seefeldt, Recording Secretary