

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
June 21, 2012

Call to order at 4:02 p.m. by Vice-president Murray

Present: Eisen, Murray, Nichols, Wicihowski

Absent: Crawmer, Enos, Kobylski, Wisneski, Warren (Teen Rep)

Also present: Director Lenz, K. Seefeldt (Office Manager), J. Bongers (Head of Adult Services, C. Brandt (Head of Support Services), Ashley Webster (future Teen Representative)

Motion

Due to lack of a quorum, a motion was made to proceed with the meeting citing WI State Statute 43.54(1)(e) which states that a majority of the membership of the library constitutes a quorum, but any such board may, by regulation, provide that 3 or more members constitute a quorum. A motion to have the four members present constitute a quorum was made by Eisen, seconded by Wicihowski and carried unanimously.

Public Comment

Ashley Webster was introduced to the Board. She has been designated to be the Library Board's new teen representative, replacing Nelson Warren. Ashley will begin serving a one-year term on July 19, 2012.

Mayor Merkes reappointed Kathy Wicihowski to a new term, which will run from July 1, 2012 to June 30, 2015.

Mayor Merkes appointed Nick Kiley to replace Gary Wisneski. Kiley's term will run from July 1, 2012 to June 30, 2015.

The library recently received a copy of a painting by artist Richard Barrett, depicting the arrival of Elisha D. Smith and his wife Julia in Menasha. Mr. Barrett's wife, Susan, is a fifth-generation descendant of Elisha D. Smith.

Authorization of Bills

Motion to authorize payment of the June list of bills from the 2012 budget as presented by Eisen, seconded by Nichols, and carried unanimously.

Consent Business

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

Approve minutes from the Library Board meeting of May 17, 2012

Motion

Motion to approve minutes as presented from the Library Board meeting of May 17, 2012 by Nichols, seconded by Wicihowski, and carried unanimously.

Director's Report/Information Items

1. May Statistics. Lending of children's material was up by .4% for May, while adult lending was down 4.7%. Director Lenz reviewed a comparison study of circulation by major format from 2005-2011. Statistics within that report substantiated that circulation increased by 17% in 2008.

There were various reasons for this, including an increase in open hours and the introduction of a widely popular new children's program. The report also documented that our present lending statistics are about 4% higher than those in 2007. Overall, it gave us a better understanding of why our lending is currently in a period of adjustment. We are simply leveling off to where we likely would have been if we hadn't had the tremendous spike in circulation in 2008.

2. Endowment Report. Board members reviewed the endowment report for June. Recent donations included \$50 from Peggy & Tom McNally for the Karen Drechsel memorial bench, meeting room donations totaling \$105 from Jacobsen Creek Condo Owners Association, Chang Piano Recital, Watson Piano Recital, Headwater Owners Association, and Bryan Oboe Recital, \$100 from the Menasha Rotary for the 1000 Books Before Kindergarten children's program, and \$400 in memory of Helen Rihm. The Rihm memorial donation will be used to purchase large print materials.
3. Current Budget Status. The amount of time past for the year and funds that have been spent are both at approximately 42%. The Friends of the Library contributed \$300 toward the Children's summer reading program prizes, as they've done in previous years.
4. Staff Reports. Our home delivery service is becoming well established. The library's entry in the Memorial Day parade was very well received by the community. Our children's, teen and adult summer reading programs are well under way. The projector has been successfully installed in the ceiling of the Co. E Room by building supervisor Adam Alix.
5. Fines, Fees, Food Drives and NPL. Recently, the Neenah Public Library Board of Trustees discussed possible modifications to their library's fines and fees structure. They also discussed discontinuing one or both of the Food for Fines drives that we sponsor with them each year. In an effort to continue coordinating these services with our library, NPL's Board asked our director to discuss the same topics with our trustees. Since making that request, their Board members decided not to change their existing fines and fees structure at this time. They also made a decision to hold only one Food for Fines drive with us annually. Cate Brandt, Head of Support Services, advocated for our library to continue holding two Food for Fines drives each year. These drives are important as they continue to provide food to over 400 families in our community. Board members agreed that we should hold our own Food for Fines drive in April and co-sponsor the event in November with Neenah Public Library as we've done in previous years.
6. Long Range Plan Report. The Ad Hoc Strategic Planning Committee met on June 18th. Becky Nichols agreed to chair the committee. They reviewed our existing long range plan to determine which goals and objectives have been met. It was agreed that our new plan should be more objective and that goals should be written as measurable as possible. The committee will consider writing a 3-year plan, due to rapidly changing technology. Director Lenz noted that library funding continues to be a concern. With that in mind, she recommended that the new plan address the directions that library staffing and the materials budget should take since these are the two most costly line items within our budget.
7. Personnel Committee Report. Kathy Wicichowski, chair of the Policies & Personnel Committee, stated that the committee is continuing to review and update the Personnel chapter of the policy manual. Their next meeting is scheduled for July 9th.

8. Appoint Nominating Committee for Elections at Next Meeting. A nominating committee was established and members agreed to meet immediately following this board meeting.

Motion

Motion to establish a Nominating Committee made up of the following Board members: Eisen, Murray, Nichols and Wicihowski. Motion made by Murray, seconded by Eisen, and carried unanimously.

9. Report on System Board Meeting. There was nothing new to report at this time.

Discussion/Action Items

10. 2013 Closings Calendar. A draft list of library closings for 2013 was presented to the Board for their review.

Motion

Motion to approve the list of closings for 2013 as presented by Nichols, seconded by Eisen, and carried unanimously.

11. Trustee Essentials. It was agreed that a review of Chapter 2 should be tabled until the July meeting.

12. Last Meeting for Gary Wisneski and Nelson Warren. Board members expressed their gratitude to these two individuals for the contributions they have made.

Adjournment

Motion to adjourn the meeting at 4:34 p.m. by Eisen, seconded by Wicihowski and carried unanimously.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary