

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
September 20, 2012

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

Present: Crawmer, Eisen, Enos, Kiley, Murray, Nichols, Wichowski

Absent: Kobylski, Webster (teen representative)

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

Public Comment

Director Lenz recently received a note from library patron Mary Butler, who expressed her appreciation for the acknowledgment letter she received from Board President Murray for previous donations she and her husband made to our library. Included with her note was a donation of \$250.00.

Authorization of Bills

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

Nichols asked Director Lenz to explain the purpose of the newly created Technology Fund within the Endowment. Grant and LSTA funds will continue to be used as much as possible to purchase computers for public use. The Technology fund is intended to be used to purchase new technology items, such as eReaders, to meet public demand. Board members agreed that staff computers should be purchased using city funds.

Eisen raised a question regarding the amount of the electric bill. Director Lenz will follow up on this with the Finance Department.

The format of the annual report to the state was discussed. A simplified format, which will be determined at a future date, will be distributed to potential donors early next year.

Consent Business

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

Approve Library Board meeting minutes, August 16, 2012

Accept minutes of the Personnel and Policies Committee meeting, July 9, 2012

Accept minutes of the Finance Committee meeting, August 15, 2012

Accept minutes of the Investments Committee meeting, August 15, 2012

Accept minutes of the Personnel and Policies Committee meeting, August 15, 2012

Motion to approve the Library Board meeting minutes of August 16, 2012, accept minutes of the Personnel and Policies Committee meeting of July 9, 2012, accept minutes of the Finance Committee meeting of August 15, 2012, accept minutes of the Investments Committee meeting

of August 15, 2012 and accept minutes of the Personnel and Policies Committee meeting of August 15, 2012 by Enos, seconded by Wicihowski, and carried unanimously.

Director's Report/Information Items

1. August Statistics. Overall, circulation was down 6% from last year. We did see significant increases in downloads of adult and children's eBooks and audio books. Teen programming attendance increased considerably due to innovative programs that attracted teen interest. Children's program attendance continues to be strong. Literacy tutor usage of our study room remains high.
2. Endowment Report. Board members reviewed this month's endowment report. Director Lenz reported that we recently finalized the reconciliation of our QuickBooks records which are used to manage our endowment account. This process has been on-going since the departure of our former director who originally set up this recordkeeping system. Office Manager Seefeldt provided more detailed information. Some changes that were made allow us to manage our accounts in a more efficient manner and give us more consistent financial reports.
3. Current Budget Status. At this point in time, the library's budget is 66.7% percent spent while 66.8% of the year has passed.
4. Staff Reports.
 - Director Lenz reported that library page Kelly Moran left our employment to attend college. Anita Stadtmueller will replace Kelly. She is scheduled to work 10 hours per week in the Circulation Department.
 - The Children's Department recently introduced a new reading program called the Free-Quent Readers. Many other interesting programs for adults and children are scheduled to be offered in the months ahead.
 - The library will be closed for a half day on September 21 for a staff in-service. John and Susan McFadden will offer recommendations on how to provide good service to the elderly and those with disabilities.
 - The last Community Blood Drive held at the library had 26 donations – a record high number.
 - Telephone notification to patrons for overdue and hold notices is now available from Winnefox Library System. We plan to participate in that service to save money on postage fees.
 - Summer reading program reports from the Children's Department and the Adult/Teen Departments were distributed to the Board.
5. Friends Book Sale. The recent book sale took in over \$2,300 in receipts. \$2,000 of that has been designated for the Endowment's children's programming account. The remaining amount has been deposited into the Endowment's Friends account.
6. Long Range Plan Committee report. The committee recently reviewed current library services and programming. They will begin compiling a list of individuals who may be asked to participate in focus groups or a library survey.

Cate Brandt left the meeting at 4:45 p.m.

7. Personnel and Policies Committee report. The committee is working on the final segments of the Personnel Chapter. It is also time for them to assemble documents that will be used in the director's annual review.

Enos left the meeting at 4:55 p.m.

8. 2013 Budget Update. Director Lenz provided the most recent information she had received from Mayor Merkes regarding our proposed budget. There was a consensus to wait for final budget number recommendations from the mayor before scheduling a meeting of the Finance Committee.

Bongers left the meeting at 5:05 p.m.

Discussion Action Items

9. LSTA grant application: Hearing Loop for Co. E Room. Winnefox Library System Assistant Director Mark Arend is submitting a grant for federal funds to Wisconsin's DPI Division for Libraries & Technology for hearing loops in several libraries within the system. Director Lenz noted that a hearing loop in the Co. E Room would allow those with hearing aids to connect wirelessly to the sound system. This would eliminate distracting background noise. The system would cost approximately \$6,000, much of which would be covered by the grant. Our library would be required to provide approximately \$2,000 in matching funds.

Motion

Motion to approve our library's participation in this grant application by Eisen, seconded by Crawmer. Motion carried unanimously.

10. Food For Fines. Our library regularly hosts a Food for Fines drive in November in conjunction with Neenah Public Library. If we participate again this fall, we intend to give all of the food that is collected to St. Joseph's Food Pantry and the Double Portions Kitchen.

Motion

Motion to approve library participation in Food for Fines week November 3-11, 2012 by Eisen, seconded by Wichowski. Motion carried unanimously.

Announcements

11. Trustee Essentials. Chapter Four "Effective Board Meetings and Trustee Participation" was summarized by Mary Crawmer. Nick Kiley agreed to review Chapter Five at the next meeting.
12. Library Trustee Workshop. Board members were reminded of the Trustee workshop scheduled to be held at either Coloma Public Library on October 4 or at North Fond du Lac Library on October 8.

Adjournment

Motion to adjourn the meeting at 5:15 p.m. by Nichols, seconded by Crawmer and carried unanimously.

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