

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
February 16, 2012

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

Present: Crawmer, Eisen, Kobylski, Murray, Nichols, Wicihowski, Wisneski, Warren (Teen Rep)

Absent: Enos

Also present: J. Bongers (Head of Adult Services), K. Seefeldt (Office Manager), K. Beson (Head of Children's Services), C. Brandt (Head of Circulation & Support Services), Evan Tungate (community resident)

Vice-president Murray called for a motion to revise the agenda.

Motion

Motion to revise the agenda to include authorization of the list of bills for December from the 2011 budget by Kobylski, seconded by Wisneski, and carried unanimously.

Public Comment

Joe Bongers noted that he would be sitting in for Director Lenz in her absence. She was attending a family funeral. Nichols stated that she had been contacted by a concerned citizen regarding an article on library circulation statistics which had appeared recently in the Post Crescent.

Authorization of Bills

Motion to authorize payment of the December list of bills from the 2011 budget and the February list of bills from the 2012 budget as by Eisen, seconded by Wicihowski, 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 January 19, 2012

Accept minutes of Policies & Personnel Committee meeting of February 1, 2012

Motion

Motion to approve minutes from the Library Board meeting of January 19, 2012 and accept minutes of the Policies & Personnel Committee meeting of February 1, 2012 by Nichols, seconded by Wisneski, and carried unanimously.

Director's Report/Information Items

1. Endowment Report. Terri Towle, Community Foundation's VP of Finance and Administration, will attend the next board meeting. She has been asked to update our board on our library's Endowment and Memorial fund investments.
2. January Statistics. Circulation was down 2.8% overall from last year. Adult circulation dropped 4.4%, while children's remained almost even.

3. Current Budget Status: 2011 and end of January 2012. Director Lenz recommended waiting until March to approve a final budget. She expects to have a final roll-over amount from 2011 at that time.
4. Staff. During January, the Children's Department offered programs that were very well attended. This included the Soda Pups during the "Turn off the TV week" celebration. The Adult Department hosted the Vietnam Paper Wall. This program, which was also well attended by the public and supported by local veterans' groups, brought adult program attendance up 27% for the month.
The Fox Cities Book Festival, scheduled to be held April 11-18, will bring approximately 60 authors to the Fox Valley. Six or more authors will be presenters here at our library. Several library staff members have been certified to register new voters. We are promoting this new service to the public.
Staff updated the Board on programs that we plan to offer, including a job seekers event and a new Spanish film series for our Hispanic patrons.
The first edition of our new electronic newsletter was distributed recently. Eisen requested that all Library Board members be added to this mailing list.
5. Library Legislative Day Report. Director Lenz, Kathy Wicichowski and Becky Nichols attended this event. It was reported that Director Lenz sent follow-up thank-you notes to each of our legislators. Board members were encouraged to contact their legislators to request their support of WiscNet, a statewide network designed to provide access to worldwide information and computing resources to libraries throughout the state.
6. Menasha's Representative to the Winnefox System Board. Tasha Saecker has agreed to serve as Menasha's representative on the Winnefox Library System Board. Her name has been submitted to the County Executive for approval.
7. Jean Nicolet Sculpture. This sculpture has been in storage here at the library for approximately 20 years. The Investment Committee has recommended that the Director explore options for housing the sculpture elsewhere. Director Lenz is trying to determine a value of the sculpture and following through on their recommendation.

Discussion/Action Items

8. Fox Cities Book Festival Donation. In past years, our Board has agreed to contribute \$500 to the Fox Cities Book Festival. Director Lenz requested Board approval of this same amount for 2012.

Motion

Motion to approve a donation of \$500 from the endowment to the Book Cities Book Festival by Nichols, seconded by Eisen, and carried unanimously.

9. Recommendation of the Policies and Personnel Committee: Chapter V: Library Code of Conduct to address petitioning in the Library. Board members were asked to decide whether or not they were in favor of allowing petitioning in the library. On a roll call vote, six members voted in

favor and one (Crawmer) voted against. It was recommended that this policy be returned to the Policies & Personnel Committee.

K. Beson left the meeting at 4:40 p.m.

10. 2012 Budget Status. This item was tabled for the March meeting. At that time, Director Lenz anticipates she will be able to present an amended budget for approval.

Motion

Motion to table this item for the Board's March 15th meeting by Eisen, seconded by Wisneski, and carried unanimously.

11. Public Photocopier. It was recommended that the Board approve the purchase of a new Canon ImageRUNNER C2030 Color Digital photocopier system for public use. The copier currently used by the public has proven to be inadequate and difficult to use. Director Lenz proposed moving the existing copier to the Technical Services Department. The new, high quality copier will eventually be a vital component of the Reference Department's business center, which is currently in an early planning stage. It was recommended that we purchase the new machine from Modern Business Machines, based on a history of excellent repair and maintenance services that we have consistently received from them in the past.

Brandt left the meeting at 5:00 p.m.

Motion

Motion to approve the purchase of a new Canon photocopier from Modern Business Machines at a price not to exceed \$6500 by Nichols, seconded by Wicihowski, and carried unanimously.

Motion to adjourn the meeting at 5:06 p.m. by Wicihowski, seconded by Nichols and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, March 15, 2012 at 4:00 p.m.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary