

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
October 18, 2012

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

Present: Crawmer, Eisen, Kiley, Murray, Nichols, Wichowski, Webster (teen representative)

Absent: Enos, Kobylski

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

Public Comment

Nichols stated that a Neenah resident recently shared that she enjoys taking her child to our Children's *Baby Stay & Play* program, and that she is particularly pleased with how the program is structured.

Murray congratulated Joe Bongers on his recent WLA Reference & Adult Services Section appointment.

Authorization of Bills

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

Consent Business

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

Approve Library Board meeting minutes, September 20, 2012

Accept minutes of the Finance Committee meeting, October 12, 2012

Motion to approve the Library Board meeting minutes of September 20, 2012 and to accept minutes of the Finance Committee meeting of October 12, 2012 by Eisen, seconded by Nichols and carried unanimously.

Director's Report/Information Items

1. September Statistics. We continue to see significant increases in eBook and eAudiobook uses. Statistics also show increases in the number of programs offered by the Children's and Adult Departments this year, the program attendance for children and teens, and the number of meeting room uses by the public and for library programs. Literacy tutor usage of our study room remains strong. Lending was down 10.8% compared to September of last year, and it was down about 5% overall compared to 2011. The number of school visits has declined significantly due to lack of funding within the school district. This has resulted in a noticeable decrease in lending in the Children's Department. Eisen requested that Director Lenz verify the accuracy of the directional

questions recorded by the Circulation Department for the month of September. That number seems unusually high.

2. Endowment Report. There were no questions from the Board on the endowment report.
3. Current Budget Status. Director Lenz reported that we are right on target with this year's budget. 75.1% of the year has passed and year-to-date expenses are at 73.7%.
4. Staff Reports.
 - Susan and John McFadden gave an interesting presentation on services to the elderly at our recent staff in-service. They also shared information on their involvement with the Memory Project, an integrated community model in the Fox Cities for dementia services.
 - Cate Brandt, Head of Support Services, recently observed her 25th employment anniversary.
 - Our Multicultural Festival is scheduled to be held on Saturday, November 10 from 10:00 a.m. to 4:00 p.m. A schedule of events will soon be distributed to the public.
 - The Friends of the Library cookbook is near completion. We intend to begin selling the book at the Multicultural Festival for \$5.00 each.
5. Library System Representative Report. Tasha Saecker submitted a report following the September 26th Winnefox Library System Board meeting. The WLS Board approved the 2013 Resource Library Agreement that is a required agreement between the system and Oshkosh Public Library, the 2013 Contractual Services Agreement that spells out the financial agreement between OPL and Winnefox, and the Annual System Plan. All of these documents had minimal changes from the previous year. Two items discussed at greater length were the Pay Plan for Winnefox staff and the 2013 Winnefox Library System Budget.
6. Long Range Plan Committee report. The committee is scheduled to meet on Tuesday, October 23.
7. Personnel and Policies Committee report. The committee finalized the personnel policy chapter and is continuing to wait for City Attorney Pamela Captain to review it.

Discussion Action Items

8. 2013 Budget Request. Board members reviewed a draft copy of Director Lenz's annual report for 2012, which will be used in her budget presentation to the Common Council. The director went on to review her 2013 budget proposal. At the request of the City's Comptroller, Director Lenz had submitted a copy of this draft to the mayor for his consideration. The budget total for 2013 came in at \$1,406,713. It awards no cost of living adjustment for library employees and reduces pay for summer Saturdays and winter Sundays from premium to straight time. Cramer questioned whether it was fair to library employees not to receive a COLA if the Common Council should agree to award one to other City non-represented employees. Eisen noted there were difficult decisions the Finance Committee had to make for them to create a budget that met the mayor's goal of \$1.4 million. Questions were addressed regarding the modest size of the library's endowment and whether we would continue to have adequate funds to supplement deficiencies in our city budget if need be. There was a consensus to discuss the need for endowment fundraising at a future meeting.

Motion

Motion to approve the 2013 annual budget of \$1,406,713 as presented by Nichols, seconded by Wicichowski. Motion carried unanimously.

Joe Bongers left the meeting at 5:10 p.m.

Announcements

9. Trustee Essentials. Chapter Five “Hiring a Library Director” was summarized by Nick Kiley. Patrick Murray agreed to review Chapter Six at the next meeting.
10. Library Trustee Workshop. The Ins and Outs of Chapter 43, presented by Paul Nelson, will be held on November 6 from 9:30 a.m.-12:30 p.m. at Berlin Public Library. This workshop will help trustees identify and understand the current statutory requirements of Chapter 43 as they relate to library development and governance.

Adjournment

Motion to adjourn the meeting at 5:14 p.m. by Eisen, seconded by Crawmer and carried unanimously.

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