

D R A F T

MINUTES OF REGULAR MEETING

ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

January 19, 2012

Call to order at 4:19 p.m. by President Enos

Present: Crawmer, Eisen, Enos, Nichols, Wicihowski

Absent: Kobylski, Murray, Wisneski, Warren (Teen Rep)

Also present: Director Lenz, J. Bongers (Head of Adult Services), C. Brandt (Head of Circulation & Technical Services)

Public Comment

None

Authorization of Bills

Trustee Eisen noted an apparent error in the tabulation of Supplies-Office Furnishings Group subtotal. Director Lenz advised that it will be reviewed and corrected.

In order to proceed in approving the bills, President Enos suggested to approve the Account Total Amounts.

Motion by Eisen and seconded by Nichols to approve the bills as listed and carried 5-0.

Consent Business

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

Approve minutes from the Library Board meeting of December 15, 2011

Accept Investment Committee minutes, December 21, 2011

Accept Policies and Personnel Committee minutes, January 9, 2012

Motion to approve corrected minutes Item 7 where Trustee Eisen reported that the City of Menasha may eliminate the Step Pay Advancement & Merit Pay Advancement system to reflect that upon research by Director Lenz with the city's Human Resources Coordinator they will re-evaluate and possibly revise the Step Pay System rather than eliminate it, Trustee Nichols moved & Crawmer seconded amended minutes & to accept Investment Committee and Policies & Personnel Committee minutes. Carried 5-0.

Director's Report/Information Items

1. Endowment Report. A matured certificate of deposit was reinvested at Community First Credit Union at 1.2% interest. Financial Planner Karl Wunderlich of Marketplace Financial Group confirmed the efficacy of using the Community Foundation for our Endowment Funds at the Investment Committee meeting in December. Since President Enos will be gone from the February meeting, Director Lenz will invite the Community Foundation representative to the March 2012 meeting.
2. December Statistics. Director Lenz reviewed annual statistics for our library charted from 2005-2011. The charts showed that all categories of service were up from the time of Library renovation

to the present. These included registered borrowers, questions answered, door count, program attendance, and circulation.

3. Current Budget Status. It appears that the library will have funds to carry over from 2011. The city's Comptroller reports that the books will not be closed until March so the exact amount of carryover will not be known until then.
4. Staff. Director Lenz reported a staff meeting was held on January 12, 2012 addressing the mechanics of the intranet and safety issues. And Supervisors Cate Brandt and Joe Bongers were adjusting well to the revised areas of expertise. Cate is supervising clerks working in both Technical Services & Circulation. Joe is supervising the professional staff who work in Reference & Cataloging. Joe reported on the Overdrive e-reader service with 7100 titles presently available with the potential for 16,000 to 20,000 with money appropriated by State of Wisconsin public libraries. He advised us that when logging on to access the collection if we access through Winnefox, that system will give priority to system residents for copies owned by the system.
5. Library Legislative Day. Director Lenz determined that Trustee Nichols and Trustee Wicichowski will attend in Madison on February 14, 2012.
6. Fox Cities Book Festival. Director Lenz reported that Carol Higgins Clark will speak at the Festival. She will be at the Menasha High School auditorium on Saturday night, April 14 at 7:00 p.m.

Joe Bongers left the meeting at 4:55 p.m.

Discussion/Action Items

7. Library Code of Conduct revision: petitioning in the Library. After discussing the issue the Policies & Personnel Committee had no recommendation to the Board on amending the code to address petitioning in the Library.

Motion

Trustee Nichols moved & Wicichowski seconded to postpone discussion & action to the February meeting when more trustees are expected to be present. Carried 5-0.

8. Services and Facilities Policy (2nd review) adopting updated 2012 Library Hours and correcting misprints presented.

Motion

Trustee Wicichowski moved & Nichols seconded to approve. Carried 5-0.

Announcements

Director Lenz reported that Winnefox will hold Trustee 101 Introduction to the Library Board for new trustees on February 27, 2012. And she reported that Mayor Merkes is no longer considering adding an additional member to the Library Board.

Adjournment

Motion to adjourn at 5:12 p.m. by Trustee Eisen, seconded by Trustee Wicichowski.
Carried 5-0.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday February 16, 2012 at 4:00 p.m.

Respectfully submitted,
Paul Eisen, Secretary