

MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
August 16, 2012

Call to order at 4:01 p.m. by President Murray

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

Absent: Kobylski

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

Public Comment

Kathy Wicihowski passed along compliments she received from a resident recently. This individual shared how much she enjoyed coming to our library and emphasized how wonderfully our employees do their jobs.

Approval of Teen Representative

Motion to approve Ashley Webster as the teen representative on our Library Board of Trustees for 2012-2013 by Eisen, seconded by Wicihowski. Motion carried.

Authorization of Bills

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

Consent Business

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

Approve minutes of the Library Board meeting of July 19, 2012

Accept minutes of the ad hoc Strategic Planning Committee meetings of June 18 and July 27, 2012

Accept minutes of the Buildings & Grounds Committee meeting of August 6, 2012

Nichols noted that the Strategic Planning Committee had not yet approved the minutes from their July 27, 2012 meeting.

Motion to approve the minutes of the Library Board meeting of July 19, 2012 and accept minutes of the Strategic Planning Committee of June 18 and the Building & Grounds Committee meeting of August 6, 2012 by Nichols, seconded by Wicihowski, and carried unanimously.

Ashley Webster entered the meeting at 4:15 p.m.

Director's Report/Information Items

1. July Statistics. Statistics this month revealed a healthy increase of 6.4% overall. Children's statistics were up 13.8%, while adult statistics were down just .1% from the previous year.

2. Endowment Report and Investment Committee Report. Director Lenz reported the Investment Committee met recently to discuss investment strategies for the coming year. She also reported that we received the following recent donations to our endowment fund: \$20 meeting room donation, \$150 donation toward a Children's summer reading program concert from U.S. Venture/Express Convenience Center, \$50 toward paint for newly constructed teen book carts, \$493 (value) donation of construction materials for teen book carts and two \$25 donations in memory of Eleanor Buchanan.
3. Current Budget Status. At this point in time, the library's budget is 59.3 percent spent. Nichols asked the director to explain spending trends in several of our city accounts. Discussion ensued.
4. Staff Reports. The relocation of the Teen and Reference areas is under way. Some painting was done to brighten the new business center space. The historical files, as well as some furniture and equipment, have been moved to "The Work Place" area. Additional changes will continue to be made as the project progresses. Nichols recommended contacting the Chamber of Commerce and local Better Business Bureau to get their input on what services and materials for the new business center might be the most beneficial for residents within our community.
5. Hot days and possibly opening the library on Sunday. Director Lenz had previously suggested opening the library on Sundays with two staff members when the heat index is predicted to be above 90 degrees so that those without air conditioning would have a place to go, particularly if they have a health condition made worse by the heat. She had been directed by the Board to contact Sue Nett (Health Department), Police Chief Styka, and Mayor Merkes to get their feedback on doing this. Sue Nett and Chief Styka thought the idea was acceptable. Now that we are entering the fall months, extremely high heat indexes are no longer an issue so this may no longer be a concern. Community resident John Nebel conveyed through Board member Wicichowski that he is not in favor of using the library as a shelter to the homeless. In his opinion, its primary use should be for culture and learning. He opposes opening the library on normally closed days for this reason.
6. Long Range Plan Committee report. Committee members have agreed to create a five-year plan as this will allow for greater accuracy in tracking library trends. They continue to work systematically through the planning process.
7. Personnel and Policies Committee report. The committee continues to work on updating the Personnel chapter of the library's policy manual.
8. Building and Grounds Committee meeting: This committee met recently with Building Supervisor Adam Alix. He provided his assessment of building and grounds needs for the coming year. Minutes from that meeting which contain more detailed information were included in the Board's monthly meeting packet.
9. Finance Committee Report. The Finance Committee met on August 15 to review Director Lenz's 2013 budget proposal. Mayor Merkes attended the meeting. It was agreed that Director Lenz would prepare alternate budget proposal options for the committee to consider at their next meeting.

Discussion Action Items

10. Approve 2013 budget request to the mayor. This item was tabled and will be addressed at a future meeting.

Announcements

11. Trustee Essentials Chapter Three. Nichols reviewed the chapter on by-laws and organizing the board for effective action. Crawmer volunteered to review chapter four at the next meeting.
12. A “Library Trustee 101 Workshop” will be held at Coloma Public Library October 4 or at North Fond du Lac Library on October 8. New board members were encouraged to attend.

Adjournment

Motion to adjourn the meeting at 4:47 p.m. by Eisen, seconded by Kiley and carried unanimously.

Respectfully submitted,
Kris Seefeldt, Recording Secretary