

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
May 17, 2012

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

Present: Crawmer, Eisen, Enos, Murray, Nichols, Wichowski, Wisneski, Warren (Teen Rep)
Absent: Kobylski

Also present: Director Lenz, K. Seefeldt (Office Manager), J. Bongers (Head of Adult Services, C. Brant (Head of Support Services), K. Beson (Head of Children's Services), Mayor Don Merkes, Menasha resident Nick Kiley

Public Comment

The Library Board received thank you notes from the Double Portion Soup Kitchen & Pantry for food items collected during our recent Food for Fines drive, Oakridge Gardens for the large print books that we donated to them following our last book sale, and from the local teachers who participated in the Children's Department's book buying trip to Barnes & Noble.

Authorization of Bills

Motion to authorize payment of the May list of bills from the 2012 budget as presented by Murray, seconded by Cramer, 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 April 19, 2012

Motion

Motion to approve minutes as presented from the Library Board meeting of April 19, 2012 by Wisneski, seconded by Eisen, and carried unanimously.

Director's Report/Information Items

1. April Statistics. Circulation was down 8.3% for the Adult Department and 1.9% for the Children's Department in April. Overall, lending was down 5.7% from 2011. On a positive note, we did see lending increases for many items in the Children's department, including periodicals, CDs, CD-books, DVDs, digital and special items. In 2012, there has been a circulation increase of 8.5% of inter-library loan items (materials loaned to other libraries within Winnefox Library System). This indicates that our library staff are selecting relevant materials which appeal to patrons within our library system. The director and library supervisors assured the board of their on-going efforts to provide a wide variety of services to meet patron needs and to explore ways of increasing circulation through innovative programming.
2. Endowment Report. Funds invested in the Community Foundation have seen a net gain of \$11,669.22 for the year. Nichols inquired whether funds from a certificate of deposit that had recently come due had been re-invested. President Enos explained that the director and the Investment Committee had agreed upon an investment plan for the library's CDs. Director Lenz and the office manager are responsible for executing that plan. Director Lenz stated that these funds had been invested in a CD at the Community First Credit Union.

3. Grant Receipt. We received a grant (funds that do not have to be repaid) in the amount of \$1,925 from the Community Foundation for a children's reading program scheduled to be held this fall.
4. Current Budget Status. 34.2% of the 2012 budget has been spent to date. 33.2% of the year has passed. Nichols noted differing amounts reported for the 2012 budget total. Director Lenz explained that the difference between the two is the amount to be rolled over from the 2011 budget. The Finance Department hasn't done that yet.
5. Staff and Trustee Reports. Board members Murray and Eisen attended the Voicing Your Support for Wisconsin Libraries workshop which was held in Ripon recently. Murray also attended the WAPL Conference in Stevens Point. Library Supervisor Joe Bongers reported that he is attending CVMIC supervisory certification classes. Mayor Merkes noted that CVMIC also offers courses on leadership and strategic planning that are available to board members as well as staff. Director Lenz attended a Planning & Diversity workshop sponsored by the NE WI Planning Commission. President Enos noted that a local marketing firm had expressed interest in providing advice on strategic planning during our long range planning process.

K. Beson left the meeting at 4:35 p.m.

6. Building Changes. Building Supervisor Adam Alix plans to mount our existing DVD projector on the ceiling in the Co. E Room. Work on creating a Resource Center in the existing teen department is underway. The new photocopier arrived and has been installed in that area. Student Blue Jay computers have been moved to the area which has been designated to be the new teen department. The director hopes to complete the Resource Center and teen department switch by the end of the summer. Circulation staff will be providing check-out services in the Children's Department during the summer.
7. Trustee Essential. Due to the fact that there are a number of new trustees on the board, President Enos recommended that we review pertinent information found in the Trustee Essentials. She noted that it was particularly important for new members to understand the responsibilities that have been assigned to them and those of the director. Chapter One was reviewed.

C. Brandt left the meeting at 4:40 p.m.

Announcements

Director Lenz reminded everyone of the cookbook we plan to assemble in time for our multi-cultural fair scheduled to be held on November 10th. She encouraged everyone to give us their favorite family recipes.

Mayor Merkes introduced our guest, Menasha resident Nick Kiley. Mr. Kiley has expressed an interest in filling the board position that will become vacant in July.

Adjournment

Motion to adjourn the meeting at 4:45 p.m. by Eisen, seconded by Wisneski and carried unanimously.

Respectfully submitted,
Paul Eisen, Secretary
Kris Seefeldt, Recording Secretary