

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

July 19, 2012

Call to order at 4:02 p.m. by President Enos

Present: Eisen, Murray, Nichols, Wicihowski, Enos, Kiley, Webster

Absent: Crawmer, Kobylski

Also present: Director Lenz, Teen Librarian Vanessa Taylir

Public Comment

Eisen asked where the painting depicting the arrival of Elisha D. Smith and his wife Julia arriving in Menasha is displayed. It has not as yet been displayed in the library because local history materials are moving soon, and this painting may fit in with that collection.

Nichols asked why parts of the Veterans Memorial outside the library entrance are missing. Local veterans are refurbishing parts of the memorial.

Introduction of New Board Members

New board members Kiley and Webster were introduced. It was noted that Wicihowski was re-appointed for another term.

Election of Officers

Nichols presented a slate of officers for the 2012/2013 term as agreed upon by the Nominating Committee:

President: Murray

Vice President: Enos

Secretary: Wicihowski

President Enos called for more nominations. None were made. Eisen moved, Nichols seconded to close nominations and elect the officers as presented. No discussion. Motion carried unanimously. President Murray assumed control of the meeting.

Appointment of Standing Committees

President Murray requested that current committee members remain on their respective committees. He asked Kiley to assume the spot vacated by past trustee Gary Wisneski on the Building and Grounds Committee. Webster will serve on the Teen Advisory Board, which meets this coming Monday. Committee Chairs will also remain the same.

Authorization of Bills

Motion to authorize payment of the July list of bills from the 2012 budget as presented by Nichols, seconded by Enos. Eisen asked about the Baker & Taylor bill, which is this month's largest bill. Baker & Taylor is the library's book vendor. The state has a contract with that vendor that the library uses to get good prices for books. Eisen wanted to know how many were children's books and who is responsible for selection. This month's bill may not include many children's books since children's staff are very busy with the summer reading program. Professional librarians are

responsible for selection, but anyone can suggest materials for selection via the website or by speaking to a staff member. Selection is generally made based on reviews and patron demand. Nichols asked what the library purchased from AT&T. Local phone books are generally free, but the library has to purchase those from around the state. Phone books are still in high demand. Motion carried unanimously.

Consent Business

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

Approve Library Board meeting minutes, June 21, 2012

Approve minutes of ad hoc Nominating Committee, June 21, 2012

Accept minutes of the Personnel and Policies Committee, April 4 and June 12, 2012

Motion to approve and accept minutes as presented by Enos, seconded by Eisen, and carried unanimously.

Director's Report/Information Items

1. June Statistics. Circulation statistics were down for the month from last year, but program attendance and directional questions answered were up dramatically. Enos asked for the definition of a directional question. This is information about where something is in the library; it generally involves no research.
2. Endowment Report. Nichols asked which fund was used to supplement materials purchases. The report lists a fund for Library Materials, but most honorariums are also designated for materials. Nichols asked if the certificate of deposit listed as expiring at the beginning of the month was re-invested. It has been cashed in and will soon be re-invested into another certificate at another institution for a better interest rate, as directed by the Investment Committee.
3. Current Budget Status. At halfway through the year, the library's budget is 52 percent spent.
4. Staff Reports. Taylir reported that summer reading program participation has surpassed last year's. Eisen asked if staff discuss what methods were effective in raising those numbers. Taylir indicated that discussion at a recent staff meeting concluded that a prize drawing with a bigger grand prize drew people to the adult program. This year's prize is a Kindle®. And she went out to the schools to promote the programs this year. The library also held some very well-attended programs. Nichols congratulated staff on their summer programming.

Taylir passed along a report from Adult Services Supervisor Bongers that development of the new business center is progressing. Suggestions were made for naming the area. Eisen suggested that this may be a fundraising opportunity. Enos suggested contacting SCA for help with developing the area.

The library's laptops can now be checked out when they are not in use for classes to supplement the number of computers available for use in the library. The library is also circulating a Nook® and a Kindle® preloaded with books for two weeks at a time. Enos suggested publicizing that the library accepts donations of e-readers.

5. Hot days and possibly opening the library on Sunday. Lenz floated the idea of 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 exacerbated by heat. Eisen expressed concern about liability. Wicihowski expressed concern about opening the library with only two staff members. Murray reminded trustees that the police are next door. Enos reasoned that the library is open most Sundays of the year with only three staff members. Nichols was concerned about the safety of staff members. Lenz was directed to contact the city's Health Department head, Chief of Police, and Mayor to get their feedback on opening the library when it is hot.

6. New WALIS catalog. The library system's automation consortium has developed a new catalog that will be available soon.
7. Long Range Plan Committee report. This committee has not met again since reported at the last board meeting. Chair Nichols reported that the next meeting will weigh the idea of talking with a marketing consultant. Enos was contacted by a consultant interested in working with the library.
8. Personnel and Policies Committee report. Lenz, Seefeldt, and Chair Wicihowski met with City Attorney and Human Resources Director Pamela Captain on Wednesday to review how the committee has progressed so far on the personnel committee. Attorney Captain wants to remain apprised of the committee's work.
9. 2013 Budget: Lenz has received a timeline and worksheet from the city's Finance Department. She would like to schedule a Finance Committee meeting to begin work on the 2013 budget request for the mayor. Members of this committee requested a doodle poll in order to consult their schedules.
10. Building and Grounds Committee meeting: President Murray requested a meeting of this committee in order to aid budget development for 2013. Members of this committee requested a doodle poll in order to consult their schedules.
11. Future Meeting Dates and Times: After discussion it was decided that the usual third Thursday of the month at 4 p.m. may be the best time to continue meeting.
12. Trustee Essentials. Wicihowski helped the group review the second chapter of *Trustee Essentials*. Next month, Nichols offered to review the third chapter.

Adjournment

Motion to adjourn the meeting at 5:20 p.m. by Eisen, seconded by Wicihowski and carried unanimously.

Respectfully submitted,
Kathy Wicihowski, Secretary