

MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

Elisha D. Smith Public Library

September 19, 2013

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

Present: Crawmer, Wicihowski, Eisen, Golz, Kiley, Murray, Nichols, Harvey, VanderHeyden
Also present: Director Lenz, K. Beson (Head of Children's Services), C. Brandt (Head of Support Services)

Harvey arrived at 4:05 p.m.

Public Comment/Communcation

Kiley presented a Facebook communication with a library patron about why she prefers one library over another.

Authorization of Bills

Motion to authorize payment of the September list of bills from the 2013 budget as presented by Nichols and seconded by Golz. Motion carried unanimously.

Consent Business

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

- Approve Library Board meeting minutes from August 15, 2013
- Accept Building and Grounds Committee minutes from August 8, 2013
- Accept Policies and Personnel Committee minutes from August 12, 2013
- Accept Fundraising Committee meeting minutes from August 22, 2013
- Accept Investments Committee meeting from August 27, 2013

Motion to approve the Library Board meeting minutes of August 15, 2013, and accept the Building and Grounds Committee meeting minutes from August 8, 2013, Policies and Personnel Committee meeting minutes from August 12, 2013, Fundraising Committee meeting minutes from August 22, 2013, and Investments Committee meeting minutes from August 27, 2013, made by Crawmer and seconded by Nichols. Motion carried unanimously.

Director's Report/Information Items

1. August Statistics. Eisen noted that use of the library's website has doubled since last year. Crawmer indicated that the site is easier to use; Wicihowski pointed out that patrons downloading ebooks probably start there, and their statistics doubled over the past year as well.
2. Current Budget Status. The status of this year's budget was reviewed.

3. Staff Reports.

- Proceeds from the Friends of the Library's fall book sale were high compared to other years, totaling more than \$2800.
- Wrap-ups of this year's summer reading programs were included in the packet. Nichols thanked Beson and Teen Librarian Vanessa Taylir for their reports.

4. Library Logo.

Trustees narrowed the logo choices down to three; a vote will be taken at the next meeting.

Discussion/Action Items

6. Out-of-state Travel Request. The library's personnel policy requires board approval for out-of-state travel. Adult Services Supervisor Bongers is considering attending next year's PLA convention in Indianapolis. Discussion of that policy's provisions for travel reimbursement ensued.

Motion

Motion to approve Bongers' travel to next year's PLA convention in Indianapolis by Eisen, seconded by Crawmer. Motion carried unanimously.

7. Chapter IX: Public Relations Policy. The Policies and Personnel Committee recommends eliminating Chapter IX: Public Relations Policy and incorporating parts of the policy into the duties of the director as laid out in the Organizational Structure Policy and the section on patron privacy in the Patron and Circulation Policies.

Motion

Motion to eliminate Chapter IX: Public Relations Policy from library policies by Nichols and seconded by Golz. Motion carried unanimously.

8. Chapter VI: Organizational Structure. Revisions recommended by the Policies and Personnel Committee were presented to the board for their consideration at the last board meeting. Changes according to that discussion were made, and this policy was presented for approval.

Motion

Motion to approve the Organizational Structure policy as presented by Nichols and seconded by Crawmer. Motion carried unanimously.

VanderHeyden arrived at 4:27 p.m.

9. Chapter I: Introduction. The Policies and Personnel Committee has modified the Introduction to the policies to more closely match the library's recent strategic plan. It was presented for review and discussion; it will be presented for approval at the next board meeting.
10. Chapter II: Patron and Circulation Policies. The Policies and Personnel Committee presented revision recommendations to Patron and Circulation Policies for consideration. The board will be asked to approve these changes at their October meeting.
11. Recommendations of the Investments Committee: The Investments Committee recommended cashing out the endowment's certificates of deposit as they mature and investing the funds instead at the Community Foundation of the Fox Valley Region, in the library's already-established trust fund. They also recommended reallocating the endowment's checking account funds so that funds from the general fund are transferred to those for materials and programming.

Motion

Motion to accept the recommendations of the Investments Committee as presented by Eisen and seconded by Wicuhowski. Motion carried unanimously.

Announcements

Review of Trustee Essential's Chapter 12. Nichols reviewed Library Standards, and trustees reviewed how the library measures up in the Quantitative Service Targets for Wisconsin Public Libraries section of the standards, which were used during the recent strategic planning process. Crawmer will present next time on Trustee Essentials Chapter 13.

Adjournment

Motion to adjourn the meeting at 4:45 p.m. by Crawmer and seconded by Nichols. Motion carried unanimously.

Respectfully submitted,
Kathy Wicuhowski, Secretary