

**D R A F T**  
**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
**Elisha D. Smith Public Library**  
**August 15, 2013**

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

Present: Eisen, Golz, Kiley, Murray, Nichols, VanderHeyden, Aaron Harvey (teen rep)

Absent: Crawmer, Wicihowski

Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Head of Children's Services)

**Introduction of New Board Member**

Chris VanderHeyden, recently hired by the Menasha Joint School District as the new Superintendent of Schools, was introduced to the board. He replaces Superintendent Robert Kobylski.

**Authorization of Bills**

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

**Consent Business**

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

Approve Library Board meeting minutes from July 18, 2013

Accept Policies and Personnel Committee minutes from May 23, 2013

Accept Policies and Personnel Committee minutes from July 22, 2013

Accept Fundraising Committee meeting minutes from May 30, 2013

**Motion** to approve the Library Board meeting minutes of July 18, 2013, accept the minutes of the Policies & Personnel Committee meetings of May 23 and July 22, 2013 and accept the minutes of the Fundraising Committee meeting of May 30, 2013 by Nichols and seconded by Golz. Motion carried unanimously.

**Director's Report/Information Items**

1. July Statistics. Director Lenz reported that circulation of both adult and children's materials overall was about the same as that reported for July 2012. The Department of Public Instruction is now requiring libraries to separate general library program and drop-in program information on their annual reports to the state. Board members will note the totals that appear on our current monthly statistics are similar to what was reported last year when these two statistical categories are combined. Board members requested that we begin reporting use of the administrative office conference room in our monthly meeting room statistics.

2. Endowment Report. Director Lenz reported that we received an annual distribution of \$5744.76 from the Community Foundation in July. This was deposited into the Endowment's General Fund and will remain there until a decision is made as to how the funds will be distributed within the library's budget. We received a grant from Target in the amount of \$2,000 for the children's program "Buzz on Books." Director Lenz noted that the grant from Menasha Corporation for a hearing loop, which we received in June in the amount of \$6,610, had been deposited into the Endowment's Meeting Room Fund.
3. Current Budget Status. The status of this year's budget was reviewed. According to Director Lenz, 58.1% of the year has passed and 57.7% of the budget has been spent.
4. Staff Reports.
  - As reported previously, clerk Marina Nelessen has resigned. She was scheduled to work 20 hours per week. A decision was made to split those hours among other clerks, beginning in September.
  - Kelly Moran, a summer library aide, has resigned. She is returning to college to continue her studies.
  - The summer reading programs are coming to an end. Library supervisors will provide final reports on these programs to the board at their September meeting.
  - Staff mid-year reviews have been completed.
  - Assistant Librarian Liz Tubman used funds from the Swanson donation to create a "Story Before Bedtime" program for children. We anticipate that this unique program will be well received by our young library patrons.
5. Winnefox Library System Plan.

Director Lenz shared copies of the strategic plan recently approved by the Winnefox Library System Board. This document references new standards set by the state's library systems. Director Lenz recommended that board members read these standards to better understand the role of library systems in Wisconsin. She reported on state plans to review existing library system boundaries and noted that changes may be forthcoming.

### **Discussion/Action Items**

6. Library Logo. The library's current logo includes the name "Menasha Public Library." Director Lenz proposed revising the logo to include only the library's official name, i.e. "Elisha D. Smith." She noted that her preference would be to keep the two logos, which could be used interchangeably by the director and library staff.

### **Motion**

Motion to approve changing the library's logo to replace Menasha Public Library with Elisha D. Smith Public Library by Eisen. Motion failed for lack of a second.

Discussion ensued. There was a consensus from the board that our library should only have one logo. VanderHeyden recommended changing the existing logo to include "Elisha D. Smith" and adding "Menasha Public Library" beneath Smith's name. Director Lenz will create this logo and present it for the board's consideration at their next meeting.

7. Chapter VII: Personnel Policy. Revisions recommended by the Policies and Personnel Committee were presented to the board for their consideration. Discussion ensued. In Section E. Benefits, where text refers specifically to insurance benefits, there was a consensus to change the wording from "The library provides benefits" to "The library offers benefits."

**Motion**

Motion to approve the personnel policy with the wording change as noted by Nichols and seconded by Murray. Motion carried unanimously.

8. Chapter VIII: Financial and Business Policies. Revisions recommended by the Policies and Personnel Committee were presented to the board for their consideration. Discussion ensued.

**Motion**

Motion to approve the Financial and Business Policies as presented by Nichols and seconded by VanderHeyden. Motion carried unanimously.

Kathy Beson left the meeting at 5:03 p.m.

9. Chapter IX: Public Relations Policy. The Policies and Personnel Committee recommended eliminating this chapter within the policy manual. Portions of this chapter have been included in other existing chapters.
10. Chapter VI: Organizational Structure. The Policies and Personnel Committee presented revision recommendations to the board for their consideration. The board will be asked to approve these changes at their September meeting.

**Announcements**

- Review of Trustee Essential's Chapter Twelve. There was a consensus to table this item for discussion until the September board meeting.

**Adjournment**

Motion to adjourn the meeting at 5:16 p.m. by Nichols and seconded by Golz. Motion carried unanimously.

Respectfully submitted,  
Kris Seefeldt, Recording Secretary