

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

**Elisha D. Smith Public Library**

**March 21, 2013**

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

Present: Eisen, Kiley, Kobylski, Murray, Wicihowski, Webster (teen rep)

Absent: Crawmer, Enos, Nichols

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

**Authorization of Bills**

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

Eisen requested information regarding the telephone overdue notice charges billed by Winnefox Automated Library System. Director Lenz stated that these charges cost less than if notices were mailed to patrons.

**Consent Business**

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

Approve Library Board meeting minutes, February 21, 2013

Accept Ad Hoc Long Range Planning Committee meeting minutes, February 12, 2013

**Motion** to approve the Library Board meeting minutes of February 21, 2013 and to accept minutes of the Ad Hoc Long Range Planning Committee meeting of February 12, 2013 by Eisen and seconded by Wicihowski. Motion passed.

**Director's Report/Information Items**

1. February Statistics. Children's book lending was up 11% over last year. Overall, children's circulation was up 2.3% compared to last year. Adult lending was down overall, except for compact discs which were up 13.2%. Use of our digital services in the adult department was up 18.3%. Use of the library's website and wireless Internet access continue to increase.
2. Endowment Report. The following endowment donations were received in recent weeks: \$15 from Eckankar of NE WI, \$600 from Thomas & Charlene Landskron in memory of Richard Swanson, \$25 from Menasha Dock Association, \$56 from Barbara Siemiller, \$1200 from Kings' Daughters Francis Gilbert Circle, \$2,000 from Kings' Daughters & Sons Neenah/Menasha Service Circle, \$10 from Piggly Wiggly, \$100 from Lamers Bus Lines, \$50 from Walgreens, \$50 from Benjamin & Debra Adams, \$20 from Helen Chang, \$25 from Skid & Pallet Services and \$10 from Hearing Loss Association of America.
3. Current Budget Status. Director Lenz reviewed the current budget status report with the Board. 18.9% of funds have been spent and 16.2% of the year has passed. A couple of journal entries remain to be done by the Finance Department in our 2012 budget before that will be closed.

4. Staff Reports. 1) Custodian Steve Griesbach will retire at the end of the month. 2) The director and a few staff members met with Menasha Joint School District's librarian to discuss recent changes in curriculum requirements. They identified ways that we can work with the district to support those changes. 3) Director Lenz is a member of Winnefox Library System's Planning Committee. 4) The Friends of the Library took in \$1,355.10 in receipts at the recent book sale.

Jill Enos arrived at 4:22 p.m.

#### **Discussion/Action Items**

5. Ad Hoc Planning Committee. A draft of the Long Range Planning Committee's plan was presented to the Board by Director Lenz. Recommendations for additions and revisions were made by Board members. Director Lenz will present the final draft for Board approval at their April meeting.

Joe Bongers left the meeting at 4:47 p.m.

#### **Announcements**

6. Trustee Essentials: Chapter Eight: Paul Eisen reviewed chapter eight of the Trustee Essentials "*Developing the Library Budget.*" Jill Enos agreed to review chapter nine at the April meeting.

#### **Adjournment**

Motion to adjourn the meeting at 5:08 p.m. by Eisen, seconded by Wicihowski and carried unanimously.

Respectfully submitted,

Kathy Wicihowski, Secretary

Kris Seefeldt, Recording Secretary