

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library
January 17, 2013

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

Present: Eisen, Enos, Kiley, Kobylski, Nichols, Wicihowski, Crawmer, Webster (teen rep)

Absent: Murray

Also present: Director Lenz, C. Brandt (Head of Circulation Services), K. Beson (Head of Children's Services), P. Captain (City Attorney and Human Resources Director)

It was noted that the December, 2012, meeting was cancelled due to a snowstorm and that this meeting combines the business of that meeting with the current one.

Authorization of Bills

Motion to authorize payment of the December list of bills and the second December list of bills from the 2012 budget and the January list of bills from the 2013 budget as presented by Enos, seconded by Wicihowski, and carried unanimously.

Consent Business

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

Approve Library Board meeting minutes, November 15, 2012

Accept meeting minutes of Policies and Personnel Committee, October 25, 2012

Accept meeting minutes of Policies and Personnel Committee, November 29, 2012

Accept meeting minutes of ad hoc Long Range Planning Committee, November 27, 2012

Accept meeting minutes of ad hoc Long Range Planning Committee, December 11, 2012

Accept meeting minutes of Finance Committee, December 12, 2012

Motion to approve the Library Board meeting minutes of November 15, 2012, and to accept minutes of the Policies & Personnel Committee meetings of October 25 and November 29, 2012, the Ad Hoc Long Range Planning Committee meetings of November 27 and December 11, 2012 and the Finance Committee of December 12, 2012, by Nichols, seconded by Crawmer and carried unanimously.

Director's Report/Information Items

1. November, December, and Annual Statistics. These reports were reviewed. Overall lending during 2012 was down 4.6% from 2011. Digital downloads, though not included in lending statistics, increased significantly, as did the use of wireless Internet access within the building, directional assistance, volunteer hours, and program attendance. There was a discussion of the potential for including more electronic use statistics in requests for county funding.

2. Endowment Report. Copies of the endowment reports for December and January were reviewed, as was an annual report of endowment activity during 2012. Lenz will prepare an endowment fund budget for the next board meeting. Recent donations to the fund are:
 - \$15.00 Donation from Jim & Joyce Reiland
 - \$20.00 Meeting room use from Pampered Chef
 - \$20.00 Meeting room use by New Light Church
 - \$20.00 Meeting room use by Chang Recital
 - \$20.00 Meeting room use by East Central WI Regional Planning Commission
 - \$25.00 Meeting room use by AAUW
 - \$25.00 Donation from Susan and Thomas Gruper
 - \$25.00 Donation from Dave & Kathy Wicichowski
 - \$50.00 Meeting room use by UW-O Learning in Retirement
 - \$50.00 Donation from Donald S. Koskinen
 - \$50.00 Donation from Jack Fry
 - \$50.00 Donation from Patrick D. & Susan J. Morrissey
 - \$50.00 Meeting room use by Laura's Music Studio
 - \$60.00 Meeting room use by Mystery Readers Group
 - \$100 Donation from Paul & Elizabeth Eisen
 - \$100 Donation from Karen Phillips
 - \$100 Donation for books on knitting by Apple Knitters Guild
 - \$100 Donation from Mame and Daniel Heaney
 - \$300 Donation from the Lenz-Gazecki Post 152 American Legion
 - \$700 Donation from the Ben and Debbie Adams Charitable Fund
 - \$1,000 from an anonymous donor
 - \$1,000 Donation from Mowry Smith III
3. Current Budget Status. The 2012 budget is 97.5% spent, but bills incurred last year will continue to be taken from that budget until last year's books are closed.
4. Staff Reports. We had a food for fines drive in November, and we received thank you letters from places that received the food. We also received a letter from Kristin Sewall at City Hall thanking us for participating in the city's Halloween celebration. The Teen Zone/Work Place switch is complete. The new Teen Zone was featured on television channel NBC26 during the evening news at the end of November, and it appears to be welcomed by teenage library patrons. All performance reviews have been written, discussed with staff members and filed. Rebecca Clark (part-time aide) has submitted her resignation.
5. Library System Report: Tasha Saecker, Menasha's representative on the library system board, submitted a review of the system board's last meeting.
6. Ad Hoc Long Range Planning Committee Report. Committee Chair Nichols described the recent community forum held at the library to help the committee strategize. She reminded the board that they will participate in a discussion at the next board meeting that will be used in the same way. The committee plans to begin setting goals and devising strategies to meet those goals soon.
7. Ad Hoc Fundraising Committee: Lenz conveyed a request from Board President Murray to delay action by this committee until he returns in February.

Discussion/Action Items

- 8. Personnel and Policies Committee: This committee is recommending a change to the library’s Code of Conduct policy that excludes food in the library other than that provided during a program. Policy changes must be presented for review at one board meeting and voted on at a future meeting.

- 9. Final 2013 Budget. The Finance Committee met on December 12 to finalize the budget, given the final allocation recommended by the mayor and approved by the city’s Common Council. In order to accommodate a reduction to the budget, Lenz has made some staffing changes. Hours for some staff members have been reduced. Those changes made other adjustments to the budget possible, including maintaining a materials budget close to that of 2012, protection of premium pay for summer Saturdays and winter Sundays, although at a lower rate, and a cost of living adjustment (COLA) to help defray the losses to income realized by staff due to mandatory increases in retirement contributions and increased income taxes. The committee recommended approval of a 1.25% COLA for library staff effective January 1, 2013, and a change to the definition of premium pay to begin on the same date to be an employee’s regular hourly rate plus \$2.00 per hour. HR Director Pam Captain explained that it is difficult to make such changes retroactively and requested that any changes be made effective January 20, 2013.

Motion

Eisen moved to approve the 2013 final budget with a 1.25% COLA and a new definition of Premium Pay, specifically the usual hourly rate plus \$2, effective January 20, 2013. Seconded by Wicihowski. Roll Call Vote: Enos Y, Wicihowski Y, Eisen Y, Kobylski Y, Kiley Y, Nichols N, Crawmer N. Motion carried.

- 10. Step increases for eligible staff members for 2013. Based upon provisions in the library’s policy, these part-time and full-time employees are eligible for step increases beginning January 1, 2013:

Cate Brandt	Support Services Supervisor	exempt	step 9 to step 10
Pam Moran	Clerk	30 hours/wk	step 1 to step 2
Marina Nelessen	Clerk	20 hours/wk	step 6 to step 7
Cassie Payne	Assistant Librarian	20 hours/wk	step 2 to step 3
Kris Seefeldt	Office Manager	exempt	step 7 to step 8
Vanessa Taylir	Teen Librarian	full-time	step 4 to step 5

Motion

Motion to approve step increases for listed staff effective January 20, 2013, made by Enos, seconded by Wicihowski, carried unanimously.

- 11. Closed Session. Motion to adjourn into closed executive session pursuant to WI Statute §19.85(1)© for the purpose of considering promotion, compensation or performance evaluation of employees made by Wicihowski, seconded by Crawmer, carried unanimously.

Captain, Beson, Webster, and Brandt left the meeting at 4:50 p.m.

- 12. Merit increases for eligible staff members for 2013: Lenz recommended merit increases for both eligible staff members:

Adult Services Supervisor Joe Bongers	step 10 to step 11
Reference Librarian Pattie Stanislawski	step 10 to step 11

Lenz left the meeting at 4:55 p.m.

13. The director's review and pay were discussed.

14. Adjourn and reconvene in open session. Motion to adjourn the closed session and reconvene in open session by Kobylski, seconded by Nichols. Motion carried unanimously.

Lenz rejoined the meeting at 5:16 p.m.

Motion

Motion to approve merit increases for Adult Services Supervisor Joseph Bongers from step 10 to step 11 and for Patricia Stanislawski from step 10 to step 11 effective January 20, 2013, made by Nichols, seconded by Crawmer. Motion carried unanimously.

Motion

Motion to approve a 1.25% COLA effective January 20, 2013, for Lenz by Eisen, seconded by Crawmer. Motion carried unanimously.

Announcements

15. Reminder: At our next meeting we will discuss the questions presented in November by the ad hoc Long Range Planning Committee.

16. Trustee Essentials: Enos will summarize Chapter VII at the next meeting.

17. Legislative Day: Any board members who would like to attend the WLA Library Legislative Day in Madison on February 5 should contact Lenz or Seefeldt.

Adjournment

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

Respectfully submitted,

Kathy Wicihowski, Recording Secretary (closed session)

Cate Brandt, Recording Secretary