

MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

Elisha D. Smith Public Library

February 21, 2013

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

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

Absent: Enos

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

Public Comment/Communications

1. Library patron Randy Meyer asked the Board to address the following concerns: 1) not having the capability of downloading digital library materials to a Nook e-Reader in the library, 2) creating and enforcing cell phone use policies in the library, and 3) establishing more effective ways to manage disruptive children and teens in the library during after-school hours.

Crawmer arrived at 4:05 p.m.

Randy Meyer left at 4:07 p.m.

2. In the spring election, residents of Menasha will be asked whether or not they will agree to allow the School Board to borrow funds to renovate, upgrade, and expand Menasha High School to provide new and improved instructional areas in the existing high school for a not-to-exceed total project cost of \$29,995,000. Dr. Kobylski, Superintendent of Schools, reviewed a fact sheet pertaining to this topic and asked for the board's support.
3. Director Lenz noted the upcoming 7th annual Fox Cities Reads. Each year, Fox Cities Reads encourages people in our communities to read and grow together by selecting a book title for all to share. This year, two titles have been selected: *Last Child in the Wood* and *The Nature Principle*. Both books were written by author Richard Louv.

Authorization of Bills

Motion to authorize payment of the list of bills from the 2012 budget and the February list of bills from the 2013 budget as presented by Eisen, seconded by Kiley, and carried unanimously.

Consent Business

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

Approve Library Board meeting minutes, January 17, 2013

Accept Ad Hoc Long Range Planning Committee meeting minutes, January 22, 2013

Accept Investments Committee meeting minutes, February 6, 2013

Motion to approve the Library Board meeting minutes of January 17, 2013, and to accept minutes of the Ad Hoc Long Range Planning Committee meeting of January 22, 2013 and the Investments Committee meeting of February 6, 2013 by Eisen and seconded by Kiley. Motion passed.

Director's Report/Information Items

1. January Statistics. Lending of children's materials increased 4.1% for books, 31.3% for periodicals and 5.1% for CD's in January. Circulation of eBooks was up 73%. Lending was down 4.6% overall for the month. New categories that appear on the Board's statistical summary report include drop-in activities at the library and on-line Zinio magazine lending.
2. Endowment Report. The endowment fund report showed a recent net increase of \$2,301.04.
3. Current Budget Status. There are some additional expenditures yet to be made from the 2012 budget. The director's end-of-month budget status report for January shows we are on track for expenditures that have been made to date.
4. Staff Reports.
 - We again offered a "read off your fines week" to children in February. Thirteen children participated. \$59.55 in fines was forgiven. This compares to \$25.85 forgiven in February 2012. We will continue to offer this opportunity to children each year as it is worthwhile to those who choose to participate.
 - Kathy Beson, Head of Children's Services, reported on the success of their recent winter reading program. 193 children in grades 3 through 5 participated. She also provided information about her department's successful Ravenous Readers program. This month 36 enthusiastic students in grades 3 through 5 are participating in this book club. A grant provided to us by the Community Foundation was used to start this worthwhile program.

Discussion/Action Items

5. Establish Fundraising Committee. President Murray recommended we establish a Fundraising Committee as a standing committee rather than an ad hoc committee. Director Lenz stated the mission of this committee would be to strengthen the library's endowment fund. Committee members would develop methods for enhancing the library's fundraising efforts, help manage fundraising events, and assess the effectiveness of fundraising efforts carried out on behalf of the library's endowment. Discussion ensued.

Motion

Motion to establish a Library Board of Trustees standing Fundraising Committee by Eisen, seconded by Wicihowski. Motion carried.

Members of the newly established Fundraising Committee will be Murray, Crawmer and Eisen. It was agreed the committee would have their first meeting early in April, 2013.

6. Personnel & Policies Committee: Library Policy: Chapter V: Code of Conduct. Director Lenz requested the following addition to the library's code of conduct: Covered drinks, as well as food or drinks provided as part of an event or program, are allowed. All other food and drinks are not allowed in the library.

Motion

Motion to approve the addition to the library's Code of Conduct as presented by Crawmer, seconded by Kobylski. Motion carried.

7. Investments Committee 2013 Endowment Budget. Director Lenz presented a proposed Library Endowment Fund budget plan for 2013 for the board's consideration. This is intended to be used as a spending guideline throughout the year.

Motion

Motion to approve the 2013 endowment budget plan as presented by Nichols, seconded by Wicihowski. Motion carried.

Kathy Beson left at 4:55 p.m.

8. Investments Committee Investment Recommendation. The Investments Committee recommended to the board that the library's certificates of deposit be transferred to the library's Community Foundation trust fund as they become due this year. Eisen stated that he favored retaining the funds as certificates of deposit. He believed these funds would be more readily available should needs arise if they are retained as certificates of deposit. Discussion ensued.

Motion

Motion to retain existing funds as certificates of deposits by Eisen, seconded by Nichols. Motion failed to carry on a roll call vote with Kiley, Kobylski, Murray and Wicihowski voting nay and Eisen and Nichols voting aye. Crawmer abstained.

Motion

Motion to approve the transfer of the certificate of deposit which expired on February 14, 2013 to the library's Community Foundation trust fund by Kobylski, seconded by Wicihowski. Motion carried with four members voting aye and two voting nay. Crawmer abstained.

9. 2012 Annual Report to the State of WI Department of Public Instruction: Director Lenz presented the library's 2012 annual report to the state for the board's consideration.

Motion

Motion to approve the 2012 Annual Report to the State by Nichols, seconded by Crawmer. Motion carried.

Director Lenz recommended that the Board affirm in the report to the State that Winnefox did provide effective leadership and adequately met the needs of the library for 2012.

Motion

Motion to affirm that Winnefox Library System did provide effective leadership and adequately met the needs of our library for 2012 by Eisen, seconded by Wicihowski. Motion carried.

Webster left the meeting at 5:18 p.m.

Announcements

10. Long Range Planning discussion: Board members were asked to express their views on the following two questions: 1) What are the issues facing our community during the next five years and 2) How can the library be part of the solution.

Members stated that Menasha's diverse population is increasing. The Hispanic population in particular is growing. They noted the importance of having a person on staff who is fluent in speaking Spanish. The role that technology plays in our lives is growing. We need to find a balance as we continue to offer materials in print and electronic formats.

Menasha has more low income families and a more transient population that it has had in the past. Funding reductions, both in government and in our school district, are having a significant impact on the services we are able to provide. We need to find resourceful ways to collaborate with other agencies. Attempts should be made to reach parents who do not routinely use the library to encourage them to instill an interest in reading in their children.

11. Trustee Essentials: Chapter Seven: The Library Board and Library Personnel. Director Lenz gave a brief summary of this chapter. Chapter Eight: Developing the Library Budget will be reviewed at the Board's March meeting.

Adjournment

Motion to adjourn the meeting at 5:31 p.m. by Kobylski, seconded by Wicihowski and carried unanimously.

Respectfully submitted,

Kathy Wicihowski, Secretary

Kris Seefeldt, Recording Secretary