

**MINUTES OF REGULAR MEETING  
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES  
Elisha D. Smith Public Library  
March 20, 2013**

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

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

Absent: None

Also Present: Director Lenz, K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services), C. Brandt (Head of Support Services) and K. Dreyer (Administrative Assistant)

**Consent Business**

The following Consent Business item was presented for the Board's consideration:

Motion to approve Library Board meeting minutes from February 20, 2014, made by VanderHeyden and seconded by Golz. Motion carried unanimously.

**Authorization of Bills**

Director Lenz passed out a revised list of bills since there were some added since the list was emailed. There was clarification on the nature backpacks which can be checked out by kids to bring an awareness of nature and Unique Management Service which is a collection agency that works with libraries. Motion to authorize payment of the March list of bills from the 2014 budget made by Eisen and seconded by Wicichowski. Motion carried unanimously.

**Director's Report/Information Items**

1. Introduce Administrative Assistant. Director Lenz introduced the library's new Administrative Assistant, Kathy Dreyer.
2. February Statistics. Director Lenz reported that circulation was down 4% in February compared with last February possibly due to weather. Music CD's were down significantly from last year (-23.4 percent). May consider looking into a service to download music.
3. Endowment Receipts. Director Lenz reported that there was no endowment report since the Community Foundation website was down. There was a good response from the book sale.
4. Budget Updates 2013 & 2014. The 2013 budget still shows \$54,223.06 excess from last year but the City is still working on journal entries for 4 accounts.  
  
The current budget shows that 18% of the year is over and 22% has already been spent. Part of the reason is we received the bill to participate in WALs and our recent retirement payout.
5. Report on Use of Square Reader. The library just started using Square Reader which helped during the book sale. We collected \$104.80 and netted \$101.00 after charges.
6. Food for Fines/National Library Week – April 13-19. The Circulation Desk will be accepting food for fines April 13-19. American Indian music with Dennis Hawk will be held on April 16 from 7:00-8:00 p.m. Treats will be provided for staff appreciation.
7. Fox Cities Book Festival – April 7-13. More than 50 authors and poets will be speaking in libraries, book stores and coffee shops throughout the Fox Valley. Seven authors will be speaking at our library.

8. Staff Reports. Ana Acosta's hours have been expanded. Adam Alix has been promoted and is in the process of restructuring staff and hiring someone with electrical experience. There was a meeting with the Menasha School District to look at efficiencies and ways to collaborate. They will meet again in fall.

Beson reported that the calendar is full for spring and 5 nature backpacks are available to check out.

Bongers reported that there is plenty of time to read *Wonder* before the author R. J. Palacio comes to Appleton West High School on April 9 at 6:30 p.m. The Big Read which is part of Money Smart Week will be held on April 5. There were about 100 people that attended the movie *Frozen* at the library this week.

9. Strategic Plan Update. Director Lenz and the supervisors reviewed the strategic plan. There is a lot in the works and will update next month.
10. Building Report. Petitioners have been soliciting our patrons inside the doors library because of the cold and patrons have been complaining. The City has been painting the walls of the library. The roof over the teen area is leaking and will be looked at. The Affordable Care Act requires employers who have 50 or more employees to have a nursing mother's room with a sink. There have been inquiries from mother's who attend all day programs in our meeting rooms. Director Lenz and Alix are working to resolve.
11. Other Business. There will be a Trustee Workshop entitled "How to Improve Library Visibility in Your Community, Influence, Municipal Funding, and Be an Effective Advocate for Your Library" on Wednesday, April 9 at 5:00 p.m. at the Ripon Public Library. The WAPL Conference will be held May 7-9, 2014 at the Blue Harbor Resort and Spa in Sheboygan. There will be breakout sessions for Trustees.

### **Discussion/Action Items**

12. Review of Trustee Essentials Chapter 16. Wisconsin law prohibits soliciting or accepting anything of value if it could responsibly be expected to influence your vote, official actions or judgment or could reasonably be considered as a reward for any official action or inaction. If there is any appearance of impropriety, walk away. VanderHeyden will talk about Chapter 17 next month.
13. Table of Organization. Director Lenz distributed a revised organization chart.

### **Adjournment**

Motion to adjourn the meeting at 4:38 p.m. was made by Kiley and seconded by Crawmer. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording secretary