

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library
May 15, 2014

Call to order at 4:03 p.m. by Vice President Crawmer

Citing State Statue 43.54(1)(e) it was voted to continue the meeting with a lack of majority quorum with at least three members present.

Present: Crawmer, Eisen, Golz, Nichols and Harvey (teen rep)
Absent: Kiley, Murray, VanderHeyden and Wicichowski
Also Present: Director Lenz, K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services) and K. Dreyer (Administrative Assistant)

Public Comment/Communication

Director Lenz reported that a letter was received from the Community Foundation for the Fox Valley Region stating that they approved making a \$5 million investment from the Foundation's endowment portfolio in bonds to support the Fox Cities Exhibition Center. Golz felt this could be a risky proposition putting these funds into bonds and would like to discuss this with them.

Consent Business

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

Motion to approve Library Board meeting minutes from April 17, 2014, made by Eisen and seconded by Golz. Motion carried unanimously.

Authorization of Bills

Lenz passed out a revised list of bills since there were some added since the list was emailed. Motion to authorize payment of the May list of bills from the 2014 budget made by Eisen and seconded by Nichols. Eisen asked about the Valley Camera expense which will be reimbursed by an LSTA grant to be awarded later this year to digitize 80 cassettes of oral history interviews from Neenah and Menasha residents in 1976. On June 25, Scott Obermann will entertain children with magic and science during the summer reading program. Programs such as this usually run about \$300. In January, Beson sent out letters to help fund the summer reading programs and prizes, and several businesses contributed. Motion carried unanimously.

Director's Report/Information Items

1. April Statistics. Lenz reported that library programs are up 10.6% and program attendance is up 14.6%. Circulation is down 1.6% from last month and down 2.7% from last year. The WALS ILLs-Out is the number of items sent out to other libraries in the Winnefox System. There is no correlation between the door count and the total assistance nor does it accurately reflect the time spent on each question. This number is reported to the state.
2. Budget Update. Lenz reported that 33% of the year has been completed and 34% of the budget has been spent. The items on the budget with an "*" are what the library is billed each year from other city departments.
3. Endowment Report – New Format. Lenz reported that a new endowment report was created which will give year-to-date figures and balances. The \$11,404.67 contribution in the Memorial Trust was from a CD. Principal can be taken out of the Memorial Trust but only interest may be dispersed from the Endowment Pool Fund.

4. Staff Reports. Last Friday, Lenz attended Leadercast® at the PAC put on by Fox Valley Society for Human Resource Management as part of her 2014 goals. She is working on a succession plan.

Beson invited board members to help pass out bookmarks during the Memorial Day parade.

Bongers was asked by staff at the Neenah Public Library to cooperatively increase the amount of time allowed on public computers to two hours of extended time instead of one. This change would minimize staff involvement in extending use time, and this will keep Neenah and Menasha Public Library policies consistent.

The process for getting mobile printing is underway.

Public Works will be painting/staining the new utility area outside the library once the wood is dry. The elevator has had problems, and the latest estimate to fix it is \$20,000. Buildings Superintendent Adam Alix is seeking another estimate.

5. Strategic Plan Update. The most recent updates to the 2013-2018 goals are in bold. Eisen suggested providing a brief summary of the major goals and achievements at the next board meeting.
6. Fundraising Committee Report. The Fundraising Committee met and discussed options for fundraising. So far, the Stevi B's coupons have raised \$220.
7. Collection Agency. Eisen asked some questions regarding Unique Management. With the help of Support Services Supervisors C. Brandt, Lenz put together some information showing that this is a cost effective way to collect fines versus using staff time.

Discussion/Action Items

8. County Reimbursement Requests. Lenz reported that the state law provides for reimbursement to the library for 70% of the costs of serving those who live in municipalities that do not support a library. Currently, we do not bill Outagamie and Waupaca Counties, and libraries in those counties do not bill Winnebago, since the costs incurred are essentially equal. Lenz recommended approving county reimbursement requests of \$77 from Green Lake County, \$487 from Fond du Lac County, \$519 from Waushara County, \$68,431 from Calumet County and \$397,818 from Winnebago County totaling \$467,332. Motion made by Eisen to bill Calumet and Winnebago Counties and postpone the discussion and action of the other counties until we have a larger quorum. Seconded by Nichols. Motion carried unanimously.
9. Review of Trustee Essentials Chapter 18. Golz summarized this chapter, which focuses on library board appointments and composition. Next month, Nichols will review Chapter 19.

Adjournment

Motion to adjourn the meeting at 5:17 p.m. was made by Crawmer and seconded by Eisen. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary