

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
September 18, 2014

Call to order at 4:02 p.m. by President Murray.

Present: Crawmer, Eisen, Golz, Kiley, Murray, VanderHeyden and Kaminski

Absent: Nichols and Wicichowski

Also Present: Director Lenz, J. Bongers (Head of Adult Services) and K. Dreyer (Administrative Assistant).

Guests: John Straw (VFW Post 2126), Dave Mix (VFW Post 2126), Mike Taylor (American Legion), Cliff Fischer (VFW Post 2126), Erv Willes (VFW Post 2126), Jim Englebert (VFW Post 2126) and Paul Riederer (Miron Construction)

Public Comment/Communication

Members of VFW Post 2126 and the American Legion are planning to move the Veterans Memorial from outside in the front of the library. The monument sunburst has been broken off (and repaired) and bricks have been cracking/chipping from kids skateboarding and rollerblading. Miron Construction is donating their work to move the monument and then fill in the hole with concrete. They would like to complete this project by Veterans Day, November 11. This group is also communicating with the city's Parks Department. Eisen asked if the Parks Department submitted a plan/design and timeline to the Library Board with a rendering of what the area will look like outside the library so we have a better idea of what is being proposed and the end result. Murray indicated that the veterans do not need our permission to take their property but it is up to the Board to decide what to do with the entrance and make sure that the area is safe for the library's patrons. This will be taken to the library board's Building and Grounds Committee and then the board will call a special meeting to decide.

[Everyone listed under Guests left the meeting.]

Consent Business

Motion made by Kiley to approve the Library Board meeting minutes from August 21, 2014, and accept the Finance Committee meeting minutes of August 15, 2014, the Fundraising Committee meeting minutes of August 21, 2014 and the Investment Committee meeting minutes of September 8, 2014, seconded by Golz. Motion carried unanimously.

Authorization of Bills

Motion made by Eisen to authorize payment of the September list of bills from the 2014 budget as presented, seconded by VanderHeyden. Golz asked about the bill from Kone. The elevator pistons were out of sync so the technician removed the buffers and resynced the jack units, and the torque for the rear door needed adjusting. Motion carried unanimously.

Director's Report/Information Items

1. August Statistics. Circulation was down about 4.6% this year. While the number of programs offered was down slightly the program attendance is up 8.9%.
2. Budget Update. Lenz reported that 65% of the year has passed and 64% of the budget has been spent. Even though the budget line for wages looks like it has been spent, the combined total of salaries and wages are 62% spent, and the rest was a retirement payout.
3. Endowment Report. There were no questions about the endowment report.
4. Staff Reports. The driveway apron has been repaired. There are funds in the budget for a boiler expansion tank replacement but it was suggested by ACC that we not do it at this time.

The proceeds of the September used book sale were \$3,011.30.

The Staff Training Session will take place tomorrow, Friday, September 19 so the library will not open until 1:00pm. The board was invited to attend.

5. Strategic Plan Update. This report shows the goals and objectives that have been completed are in blue; and those in green are in process. There have been no changes since last month.

6. Fundraising Committee Report.

The committee is moving forward with the Chili Cook-Off fundraiser. Ten restaurants have agreed to make chili. Kiley reported that \$6.15 was received from the aluminum can collection.

Discussion/Action Items

7. Staff Request for Unpaid Leave. At last month's meeting, the board granted leave for Library Aide Stadmueller until September 19. She needs more time to recover. Her doctor has provided a return to work form stating that she can return on October 6. Motion made by Golz to approve an extension of her unpaid leave and seconded by VanderHeyden. Motion carried unanimously.
8. Recommendations of the Investments Committee. Golz reported that according to the donor's wishes the Community Foundation Memorial Fund should be spend down and used for specific purposes. The library agreed to use 10% of the Graves Memorial Fund and 5% of the Vollmer Memorial Fund for children's books. The Howe Fund should be used to purchase children's books and the Loeshner Fund for library materials including media materials on needlework, toys, dollhouses and American cuisine. The Howe and Loescher donors did not designate a percentage. The Investment Committee is recommending withdrawing 10% from the Graves Fund, 5% from the Howe Fund, 5% from the Vollmer Fund, and 5% from the Loescher Fund for a total of \$2,083 to use as designated. Book plates will be placed inside each book showing where the donation came from and a list will be created to show what was purchased from each fund. Motion made by VanderHeyden to approve the withdrawal of \$2,083 from the library's Community Foundation Memorial Fund for purchases to be made according to donor wishes and that a withdrawal based on the same percentages occur once each year with board approval. Seconded by Holz. Motion carried unanimously.

The Investment Committee also recommended leaving the budget draft as presented at last month's board meeting.

The Endowment Fund budget was reviewed. The meeting room improvements budget has increased for 2015. The children's material's designation is higher due to the disbursement of the Memorial Funds.

9. 2015 Budget.

The 2015 budget draft is the same as presented last month except for changes presented by Alix: staff, electricity, heat, building repair/maintenance, janitorial and housekeeping supplies. The budget does not include a cost of living adjustment, since that information has not yet been provided by the Mayor. Eisen asked why the electricity has increased instead of decreased with the new lighting balances. He also commented that new materials drive circulation and circulation has been lower since the materials budget has decreased. We need to have a certain level of funds to achieve our goals and deliver services to our patrons. The Endowment Fund is not intended to replace funds in the city budget but to enhance them. There was also a discussion about carrying over funds into the next year and pending retirements. The approval of the 2015 budget draft was postponed. A special meeting will be scheduled.

10. Review of Trustee Essentials: Chapter 21.

Postponed until next month.

Adjournment

Motion to adjourn the meeting at 5:14pm was made by Kiley and seconded by Golz. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary