

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
October 22, 2015

Call to order at 4:01pm by Murray.

Present: Crawmer, Englebert, Franzoi, Golz, Kaminski (teen rep), Murray, VanderHeyden and Wichowski

Absent: Rollins-Jump

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

Public Comment/Communication

- Murray introduced Attorney Joe Franzoi, our new Winnebago County Liaison trustee.
- Wichowski will be sending Lenz's evaluation in the next week.

Consent Business

Motion made by Englebert to approve the Library Board meeting minutes from September 17, 2015, and accept the Building and Grounds Committee meeting minutes of October 6, 2015, and the Fundraising Committee meeting minutes of July 31 and October 12, 2015. Seconded by Wichowski. Golz asked what the plan was for the elevator. It is in the 2016 capital projects budget. Motion carried unanimously.

Authorization of Bills

Motion made by Golz to authorize payment of the October 2015 bills from the 2015 budget, seconded by Englebert. Golz asked about the bill for \$1,208.03 to 3M. It was to fix the power supply for the self check machine. Motion carried unanimously.

Director's Report/Information Items

1. September Statistics. Overall circulation is down 4.9% for the year, even with digital circulation up 12.7%. Meeting room use is up 7%, overall program attendance is up 2%, information assistance is about the same. Spending of the materials budget has shifted to include more digital materials.
2. 2015 Budget Status. With 74.8% of the year passed, 72.9% of the budget has been spent. Funds to install the carpet squares in the Company E Room (\$11,075.92 from 24-03) were removed from this year's financial reports even though the work was contracted in 2014 and the board intended to use last year's funding for the project.
3. Endowment Report. The monthly and year-to-date endowment reports were included in the board packets.
4. Staff Reports.
 - a. Roku's can be checked out by adults at the Reference Desk and used to watch films and shows that we purchase through Amazon Prime. Patrons need to have Wi-Fi in order to use it.
 - b. We will be changing the CD loan period from 28 days to 14 days to match the Appleton Public Library and the Neenah Public Library.
 - c. It is our turn for Winnefox to update our website. It will be presented to the board before it goes live.
 - d. The Children's Department received a grant from First Books. We will be receiving 218 books to give out as prizes. We will pay the shipping and handling.
5. 2016 Budget. The Mayor has yet to review the library's budget request. If there are any changes, the Finance Committee may schedule a meeting prior to the Budget Hearing on November 4, 2015, at 5:00pm in the Common Council Chambers.

Discussion/Action Items

6. Building and Grounds Committee Recommendations.
 - a. The roof on the oldest part of the roof has been replaced. Master Electrician and Facilities Technician Brian Haessly is getting quotes for lighting improvements with the remaining funds.
 - b. The Company E and Story Rooms have ceiling-mounted projectors and screens. The committee is recommending that we furnish the Gegan and Activity Rooms with similar equipment. Haessley

suggested putting the projector currently in the Company E Room in the Gegan Room and installing a new projector in the Company E Room and the Activity Room. The cost would be about \$2,800 which would be taken from the Meeting Room Fund. Motion made by Englebert to approve spending \$2,800 from the Meeting Room Fund to purchase the new projectors and screens, seconded by Crawmer. Motion carried unanimously.

- c. Wicihowski knows an artist who may be able to create a metal statue for the front planter.
- d. Haessly looked into the HVAC control panel upgrade. The cost would be about \$5,000 to purchase a new PC and software.
- e. Lighting upgrades are needed.
- f. A security camera system upgrade is needed.
- g. Custodian Dave Powell is working replacing stabilizers and painting some of the older chairs in the Company E Room. We may need to replace some of them and purchase more tables.

7. Fundraising Committee Report.

- a. The committee met on Monday, October 12, and would like guidance on the following mission statement:

The Elisha D. Smith Public Library Board Fundraising Committee works with the library's Friends and volunteers to:

- bring attention to the library's valuable role in our community.
- ensure that future generations have as great library as we have today.
- promote the library endowment's value as a charity.
- build a larger endowment for the library through gifts, memorials, and fundraising projects.
- provide more funding for library materials, equipment, services, and programs.
- develop ways for individuals to express their support of our great library.

The consensus of the board was that the above is adequate.

- b. The Smith Family Collection is currently for sale on our website and Booksalefinder.com. Letters were also sent to rare booksellers in Wisconsin, Minneapolis and Chicago. There have been no bids.
- c. The committee is planning on holding The 2nd Great Menasha Library Chili Cook-Off on Sunday, February 28. It would be the same format as last year's.

8. Staff Conferences. While the director approves expenses for in-state continuing education and conferences, the board approves staff expenses for out-of-state activities. Young Adult & Media Librarian Kirk Moore-Nokes recently attended a Nerdcon conference in Minneapolis and plans to attend the Young Adult Library Services Association (YALSA) conference in Portland, Oregon, in November. Both conferences are relevant to his position. Motion made by Franzoi to approve expenses of \$750.20 for Moore-Nokes to attend the Nerdcon Conference but wait until we have the estimate for the YALSA conference, seconded by Wicihowski. Motion carried unanimously.

9. Ebook Devices. Amazon now makes a voice-activated tablet for reading, surfing the web, watching videos, and listening to music. We could purchase six of them with the add-ons we require (if you buy five, you get one free) for about \$1,200. Motion made by Crawmer to purchase six Amazon Fires with Friends funds with the condition that Lenz seeks input from the City Attorney regarding their ADA compliance, seconded by VanderHeyden. Motion carried unanimously.

10. Meeting Room Booking Software. Several staff members previewed software that will allow people to book meeting rooms and equipment online. Staff would still need to approve each reservation. This would expand service for our patrons and free up staff time. LibraryInsight would cost \$1,500 initially and \$695 annually thereafter. These funds would come from the Meeting Room Fund. An optional component can tie into the patron database. Motion made by VanderHeyden to move forward with LibraryInsight as presented, seconded by Franzoi. Motion carried unanimously.

Adjournment

Motion to adjourn the meeting at 5:05pm was made by Golz and seconded by Wicihowski. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary