

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
November 19, 2015

Call to order at 4:00pm by President Murray

Present: Crawmer, Golz, Murray, and Wicichowski

Absent: Rollins-Jump, Englebert, Franzoi, Kaminski (teen rep), and VanderHeyden

Also Present: Director Lenz, Bongers (Head of Adult Services) and Beson (Head of Children's Services)

Motion made by Golz, seconded by Wicichowski to continue the meeting citing the library's Organizational Policy section B.5.e.: "If at least three members are present, they can vote to continue the meeting with a lack of majority quorum, citing State Statute 43.54(1)(e)." Motion passed unanimously.

Public Comment/Communication

Crawmer said that the traveling exhibit on Vietnam at the library this past Wednesday was phenomenal.

Consent Business

Motion made by Wicichowski, seconded by Crawmer to approve the Library Board meeting minutes from October 22, 2015, and accept the meeting minutes of the Fundraising Committee on October 28 and November 10, 2015. Motion carried unanimously.

Authorization of Bills

Motion made by Crawmer, seconded by Wicichowski to authorize payment of the November 2015 bills as presented from the 2015 budget, including a transfer of \$10,000 from line 24-03 of the library budget to the library's WALs account held at the Winnefox Library System for library technology purchases. Golz asked about the KONE and Minitex bills. KONE repairs and maintains the public elevator; Minitex is our supplier of security products such as magnetic strips and dvd cases. Motion carried unanimously.

Director's Report/Information Items

1. October Statistics. Overall circulation is down 5.5% for the year, even with digital circulation up 13%. Meeting room use is up 4%, overall program attendance is about the same, and information assistance is up 3% compared to 2014. Declining circulation of physical (as opposed to digital) materials by libraries was discussed.
2. 2015 Budget Status. With 83.3% of the year past, 82.7% of this year's budget has been spent. Lenz prepared a projected budget status to the end of the year.
3. Endowment Report. A monthly endowment report was included in the board packets.
4. Staff Reports.
 - a. Winnefox and the Outagamie Waupaca Library System (OWLS) have contracted with Wisconsin Library Service (WiLS) to review their library system services and find ways to deliver some of those services collaboratively. So far, teams have been appointed to work on planning to provide continuing education opportunities to both systems' staff members and to study combining delivery services.
 - b. The city has made some changes to the health insurance benefit. Its insurance providers' premiums are increasing by 2.5% in 2016, and that increase will be covered by employees via payroll deduction. This benefit will also include a free walk-in clinic and reimbursement for health club fees. There are also some changes regarding payments for imaging services such as MRIs. Vision and dental insurance plans remain the same.
5. 2016 Budget. The Menasha Common Council passed the 2016 budget with library funding as the mayor submitted it, with a 2% cost of living increase for non-represented personnel and with capital improvement requests for the library's elevator work and an upgrade to the library's HVAC control system.

Discussion/Action Items6. Conference expense.

A motion was made by Crawmer, seconded by Wicichowski to approve payment of the young adult librarian's expenses to attend the YALSA symposium in Portland, OR, this month. Golz requested that he be asked to report on the symposium at the next board meeting.

7. Fundraising Committee Report.

Fundraising Committee Chair Crawmer reported on plans that have been made regarding the second chili cook-off to be held at Waverly Beach on February 28. They are also still working on selling the Smith rare book collection.

8. Building and Grounds Committee Report.

Lenz and Murray visited with John Bergstrom regarding a sculpture for the grounds of the library. A sculpture considered during the 2004 library renovation has become available, and the trustees would like to see it installed at the entrance to the library. The Fundraising Committee will plan on a method of fundraising for the statue, which Mr. Bergstrom has agreed to help fund.

9. Closed Session.

Motion made by Murray, seconded by Crawmer to adjourn into closed session to discuss the director's annual review citing §19.85(c), Wis. Stats., (Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.) Roll call vote: Murray (aye), Crawmer (aye), Golz (aye), Wicichowski (aye). Beson and Bongers left the meeting at 4:55pm.

10. Director's Annual Performance Review.

Motion made to accept director's evaluation by Crawmer, seconded by Golz. Motion carried unanimously.

Motion to adjourn made at 5:05pm by Wicichowski, seconded by Golz. Motion carried unanimously.

Respectfully submitted,
Kathy Beson, recording secretary
Kathy Wicichowski, Secretary (closed session)