

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

**Call to order** at 4:00pm by Crawmer.

Present: Crawmer, Eisen, Golz, VanderHeyden, Wichowski, Nichols joined the meeting at 4:12.

Absent: Murray and teen representative Kaminski

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 we have been notified that the library will receive donations of stock shares of Independent Bank Corp. from Mowry Smith III and stock shares of Bank of New York Mellon from Curtis N. Smith. The sale of the stock will go through the Community Foundation for the Fox Valley Region and be deposited into the Miscellaneous Memorial Trust Fund. More donations were received in response to an end-of-year fundraising letter; they are listed on the endowment report.

**Consent Business**

Motion made by VanderHeyden to approve the Library Board meeting minutes from November 20, 2014, and accept the Fundraising Committee meeting minutes of November 13, 2014 and the Personnel and Policies Committee meeting minutes of November 20, 2014, seconded by Golz. Motion carried unanimously.

**Authorization of Bills**

The U. S. Postal Service NeoPost Postage invoice listed is used to replenish the postage machine, and the Energy Control and Design invoice is for the humidity control sensors. Motion made by Golz to authorize payment of the December list of bills from the 2014 budget as presented, seconded by Wichowski. Motion carried unanimously.

**Director's Report/Information Items**

1. November Statistics. Circulation continues to lag behind last year. The library, as well as libraries across the state, experienced record circulations during the 2008/2009 recession. Those statistics have been falling during the past few years, indicating that circulation is normalizing now that the economy is getting better. Circulation is about 7% higher than it was in 2007, which is a realistic increase considering the growth of the library's service area.
2. Budget Update. Lenz reported that 87.0% of the budget is spent and 91.5% of the year has passed.
3. Endowment Report. The endowment report could be fine-tuned to clarify that the taxable sales are not a net amount. Most of the second and third pages are the yields of what has been received.
4. Staff Reports.
  - The Winter Reading program will begin in January.
  - The new Reader's Advisory Service is set to go. It needs a name.
  - Recently, we have been proctoring a number of exams.
  - We will be holding a Library Night at Luigi's. Athos the Menasha Police Department's K9 Officer's handler Officer Matt Spiegel will be reading children's books. Luigi's will be donating a portion of the night's dinner checks to the library's endowment fund.
5. Strategic Plan Update.
  - Bongers is working on the collection development plan.
  - The reference staff has created a new readers' advisory service, which needs a name.
  - The library will continue to collaborate with other libraries, state-level changes are possible.
  - Bongers conducted a survey to determine what type of training staff feels they need in terms of technology expertise and the best way to receive it.
  - Adult Services is creating a collection of materials of high interest/low reading level books.
  - Everyone is working to increase readership of the weekly emailed newsletter.
  - Kathy Hannah may become more involved with the Menasha Historical Society.
  - A marketing committee has been formed.

- Four grants have been applied for and three received.
  - The annual fundraising letter was sent during the end of November.
  - The Fundraising Committee held the First Great Menasha Library Chili Cook-off and is planning a Library Night at Luigi's.
6. Winnefox Report: Our representative on the Winnefox Library Board submitted a report of their last meeting. WLA's Library Legislative Day will be Tuesday, February 17, 2015. Winnefox is planning on chartering a bus to go to Madison. Please let us know by the next board meeting if you plan to attend.

### Discussion/Action Items

7. Building and Grounds Committee Report:
- The Building and Grounds Committee met and decided to use carpet squares to replace the carpet in the Company E Room. A quote has been submitted and approved to come out of the 2014 budget.
  - The roof is leaking and is damaging walls. It will be replaced soon.
  - Miron submitted a quote of \$29,000 for the new planter to replace the Veteran's Memorial. Brian Haessly is procuring other quotes. Motion made by Nichols to encumber up to \$29,000 from the 2014 budget to be used to pay for the new entrance project to replace the Veteran's Memorial, seconded by Holz. Eisen opposed. Motion carries.
8. Policies and Personnel Committee Report:
- a. Review of Chapter V: Rules of Conduct suggested amendments:
- B.7. (The use of alcohol, tobacco, and nicotine products inside the library or on library grounds is not allowed.) is modified to include e-cigarettes and moved to A.9.
  - The Menasha Police have asked us to change our policy to allow them to handle anyone intoxicated with drugs or alcohol, exhibiting threatening or combative behavior, possession of weapons or for any illegal behavior.
  - A.5. add 'animals are allowed as part of a library program'.
  - C.3. delete 'any person inappropriately using the Children's Room will be asked to leave that area' since it is repetitive.
- b. Review of Chapter VI: Organizational Structure suggested amendments:
- The committee is not recommending changes to the teen representative language.
  - B.4.a. states that no person shall hold the office of president for more than three consecutive one-year terms. There is no state statute on term limits; it is up to the library board. The committee is recommending changing 'three' to 'five'.
- c. Review of Chapter VII: Personnel Policy suggested amendments:
- The city has a new Healthy Workplace policy; the city's policy has been added in section M.
  - In section H.6. – 'In November of the Board of Trustees Policies and Personnel Committee chair will prepare a written evaluation of the director's performance . . .' It is recommended changing it to June so that it can be included in the budgeting process. Eisen feels that it is confusing going from a calendar year to a fiscal year especially when evaluating year-end goals. Rather than changing it to November, a contingency can be added in order to make this adjustment. This will be referred back to the committee.
  - In section D.7.c. – The city attorney and human resource manager suggested the changes regarding FMLA, specifically not requiring staff to apply for it.
  - In section D.8.a. – The committee has included parent-in-law in the 3 days of funeral leave and took out domestic partner since spouses can now be the same or different sexes. They also included 'To be eligible for funeral leave, the employee must attend the funeral or memorial service of the decedent.' and 'If additional time off is required, sick leave or unpaid leave may be used with approval of the director.'
  - In section E.6. – Changes made to this section reflect the decision made by the trustees during this past year that the library pays the monthly premium for regular full-time library employees for basic group life insurance.
  - In section E.10 – The city now offers Roth accounts. They may also defer payment as a Roth contribution.
  - In section F.1.c. – 'The library budget shall include an amount, to be determined annually by the Board of Trustees, which shall be used to defray tuition and fees expenses for employees'. The committee pointed this out and may suggest a budget adjustment for it. It was suggested saying that the policy state that the library budget may include this amount.
  - In Section B.1. – The part-time Clerk and Aide positions were combined into a Library Assistant position.

9. Cost of Living Adjustment for 2015: Motion made by Golz to reaffirm the 1% cost of living adjustment to all library wages beginning January 4, 2015, seconded by VanderHeyden. Motion carries unanimously.
10. Adjourn into closed session: Motion made by VanderHeyden to adjourn and reconvene in closed session pursuant to WI Statue §19.85(1)(c) to discuss staff performance and 2015 compensation, seconded by Wicichowski. Motion carries by roll call unanimously.
11. Reconvene into open session: Motion made by Eisen to adjourn and reconvene in open session, seconded by VanderHeyden. Motion carries by roll call unanimously. (Crawmer left during closed session; Wicichowski is leading the meeting.)
12. Step increases for eligible staff members: Motion made by Golz to approve step increases as stated in the library's policy for eligible staff members as of January 4, 2015, seconded by VanderHeyden. Motion carries unanimously.
13. Merit increase for eligible staff member: Motion made by VanderHeyden to approve a merit step increase for one eligible staff member as of January 4, 2015, seconded by Golz. Motion carries unanimously.
14. Director's annual performance review/salary: Motion made by Eisen to approve the Director's annual performance review, 1% cost of living adjustment and 1% performance increase effective January 4, 2015, seconded by Nichols. Motion carries unanimously.

**Adjournment**

Motion to adjourn the meeting at 5:36pm was made by Nichols and seconded by Golz. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording secretary