

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

**Call to order** at 4:00pm by Murray

Present: Crawmer, Eisen, Golz, Murray, Nichols, VanderHeyden, Wichowski and Kaminski

Absent: None

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

**Public Comment/Communication**

- A note was received from a young lady who shadowed the teen librarian, thanking us for the opportunity and letting us know that she is pursuing her MLIS degree.
- A letter from the director of the Brown County Public Library informed us that they will be billing Calumet County for service they provided to Calumet County residents in 2014.
- Winnefox is having a workshop called *Library Fundraising: The Lancaster Success Story* at the Berlin Public Library on Wednesday, April 22. It is open to trustees, staff, and Friends.
- The Wisconsin Association of Public Libraries Annual Conference will be held May 6-8, 2015 at the Hotel Mead in Wisconsin Rapids. There will be breakout sessions for trustees.

**Consent Business**

Motion made by Golz to approve the Library Board meeting minutes from February 19, 2015, seconded by Wichowski. Motion carried unanimously.

**Authorization of Bills**

Nichols requested an accounting of costs for the Activity Room sink, which totaled \$610.96. Motion made by Eisen to authorize payment of the March 2015 bills from the 2015 budget as presented, seconded by Golz. Since the January-February heat bill wasn't posted until March, it is not listed on this month's list of bills. It will be reflected next month. The iPad that is being purchased will not be portable but affixed in the children's room. It will run apps that tell stories, with links that children can touch to change the story. Motion carried unanimously.

**Director's Report/Information Items**

1. February Statistics. Circulation was down in February but is overall the same so far this year as last year.
2. 2015 Budget Status. The current budget shows that 16.2% of the year is past and 21% has been spent due to some annual expenses being paid. There are some new numbers on the 2014 to 2015 library budget carryover request that will be discussed at the next meeting.
3. Endowment Reports: On the second page of the endowment report, it shows a voided check in the Adult/YA programs. This was due to a change in program presenters.
4. Staff Reports.
  - In the packet of information was a Winter Reading Program Report. The Children's Department held many events for those on spring break.
  - On the Pharos (public computer management) system, if a patron owed too much money for fines, they would not be able to use the public computers. Now, the Winnefox libraries that use Pharos are allowing patrons to use computers as long as the patron has a valid library card. This change allows patrons to use the computers to look for and apply for jobs and unemployment benefits and be consistent with other libraries.
5. Strategic Plan Update. There is no change to the strategic plan. However, this is the time to make changes. Golz suggested taking off the accomplishments and developing more items for the future.
6. Appointment to the Fundraising Committee. Murray appointed Library Friend Gary Coopman to the fundraising committee. The next meeting of that committee will be held on April 14 at 3:45pm

### **Discussion/Action Items**

7. Annual Report to Wisconsin's Department of Public Instruction. Lenz updated some of the financial information. At last month's meeting, it was decided to ask the trustees to reconsider their vote as to whether the Winnefox Library System did or did not provide effective leadership and adequately met the needs of the library during the relevant year. Motion made by Eisen that trustees check "yes" on the report and add the statement that it is the opinion of the board of trustees that the library would be better served by having a single director rather than a dual directorship, seconded by Crawmer. Motion carries unanimously.
  
8. Policies and Personnel Committee: Organizational Structure Policy and Personnel Policy. These policies were handed out at the February meeting. The Policies and Personnel Committee decided not to meet again but to discuss changes proposed at that meeting at this meeting. Suggested changes, in addition to those presented last time:
  - On page 4 of the Organizational Structure Policy: Wisconsin law states that open meetings may be audio taped or videotaped as long as the meeting is not disrupted. Changes now reflect that law.  
Motion made by VanderHeyden to approve the library's Organizational Structure Policy as amended, seconded by Wicichowski. Motion carries unanimously.
  - On page 14 of the Personnel Policy: Eisen commented that in order to advance in the organization you need a certain level of competency, and it would be to the library's benefit to provide tuition to an employee who is developing more skills. Wicichowski asked Lenz to promote this benefit to library employees. The policy was not modified as presented in February.  
Motion made by Eisen to approve the Personnel Policy as amended, seconded by Wicichowski. Motion carries unanimously.
  
9. Fundraising Committee Report: United Community fundraising.
  - The fundraising committee will be meeting on April 14 to discuss a mission statement and talk about the Smith Family book collection.
  - Eisen talked to the principal person at United Community who agreed to remove the sectarian donation so that the two-third split would go to the nonprofit and they would keep the additional amount that would have gone to World Vision. Of the 195 organizations that have signed up for the rebate program, 100 of them are sectarian organizations. There are concerns about soliciting people for their credit card numbers, liability issues if the company's website was hacked, disclosure of ownership information, proof of responsibility, and risk. The consensus was not to pursue this rebate program.
  
10. Trustee Essentials Chapter 24: Eisen summarized Chapter 24 – Library Friends and Library Foundations. It discusses the role of Friends of the Library groups, how library foundations are independent nonprofit organizations established according to state and federal regulations, community foundations are charitable organizations and that library donations be used to enhance or enrich library services. Nichols will review Chapter 25 in May.

### **Adjournment**

Motion to adjourn the meeting at 5:13pm was made by Crawmer and seconded by Wicichowski. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording secretary