

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
August 24, 2016

Called to order at 4:02pm by President Englebert

Present: Crawmer, Englebert, Franzoi, Halverson, VanderHeyden and Wicichowski

Absent: Golz and teen rep Beachkofski

Also Present: Candi Huber (City of Menasha Human Resources Coordinator), Director Lenz, Beson (Children's Services Supervisor), Brandt (Support Services Supervisor) and Dreyer (Administrative Assistant)

Public Comment/Communication

Wicichowski commented that the front entrance planter is beautiful. The Japanese maple and plaque were donated by Diane and John Hotynski. The grounds are maintained by Dave Powell.

Committee Appointments

President Englebert recommended appointing new trustee Halverson to the Finance and the Investments Committees. Motion made by Franzoi, seconded by Wicichowski to approve the Committee Appointments as presented. Motion carried unanimously.

Consent Business

At the last meeting, Golz suggested showing totals for the costs of personnel and benefits on the budget status report not the personnel and operating expenses. Motion made by VanderHeyden, seconded by Franzoi to approve the Library Board of Trustees meeting minutes from July 27, 2016 with the correction. Motion carried unanimously.

Motion made by Franzoi, seconded by Halverson to accept the Policies and Personnel Committee meeting minutes of August 15, 2016. Motion carried unanimously.

Authorization of Bills

Motion made by Franzoi, seconded by Wicichowski, to authorize payment of the August 2016 bills as presented from the 2016 budget. Motion carried unanimously.

Director's Report/Information Items

1. July Statistics. Overall circulation dropped 8% for the month with children's circulation down the most. (Clovis Grove Elementary School included summer reading programs this year as part of their summer school program.) This year the library has begun packaging all discs in a DVD TV series set together, which has affected DVD circulation, though patrons appreciate the change. Meeting room use and reference questions have increased so far this year; program attendance is about the same.
2. Budget Status. The line for Repair/Maintenance–Service Contracts is overspent but includes the self-check upgrade which was paid with 2015 carryover funds. The budget for entertainment is spent; further entertainment expenses this year will be paid from the endowment fund. In preparation for the 2017 budget, Englebert asked Lenz to make a detailed explanation of any changes from 2016.
3. Endowment Report. Franzoi asked about the role of the Investment Committee and suggested that the committee consider lowering the amount of funds kept in the checking account.
4. Staff Reports.
 - Children's Summer Reading Program Summary:
 - 772 Preschool – 5th grade participated.
 - 240 kids received a free paperback book and Super Reader sign for completing 6 reading bookmarks.
 - 130 kids completed the 30 Books Challenge.
 - 32 - 4th and 5th grade kids did the High Five Button Challenge.
 - 75% of the total number of kids from K-5 enrolled in the program returned and finished at least one or more bookmark cards.
 - The summer included 39 programs.

- 1,502 people attended programs.
- The Winnefox Library System and the Outagamie Waupaca Library System have been investigating ways to work more closely, improve services and find cost savings in joint services. They came to the decision that working more closely than they already have, as they do with continuing education opportunities for library staff, does not make sense right now.
- Forty-one people applied for the Library Assistant position and 10 were interviewed. A decision on which two will be hired to work 10 to 14 hours per week will be made by the end of the week.
- This year's Staff In-Service will be held on Friday, September 16, from 8:00 to noon at the Menasha Boys and Girls Club. Trustees are invited to attend.
- The Wisconsin Library Association Conference will be held at the Potawatomi Hotel and Casino in Milwaukee October 25-28, 2016. Trustees are invited to attend.
- 2017 budget first look: County appropriations will likely increase for 2017, the amount we are charged for participating in our shared automation network (WALS) will increase by about \$3,000, and health insurance costs are currently reported to increase dramatically.
- There were 122 teens and 122 adults registered for the summer reading programs.
- Kirk Moore-Nokes, Young Adult Librarian, is requesting funds and permission to attend the Young Adult Library Services Association Conference in Pittsburgh from November 4-6, 2016. Motion made by Franzoi, seconded by Wichowski, to approve out-of-state travel and requested funds with the addition of \$150 for sundries. Motion carried unanimously.

Discussion /Action Items

5. Personnel and Policies Committee Report: Personnel Policy and Social Media Policy. Members of the Policies and Personnel Committee submitted modifications to the Personnel Policy as well as a Social Media Policy to be appended to the Internet Policy for review.
6. Door Counter. Lenz received several quotes from two vendors of thermal imaging door counters. Brian Haessly, Master Electrician and Facilities Technician for the city, will review and make a recommendation. A door counter on the first set of doors would capture the number of people coming in to use the library, even those only headed downstairs.
7. Employee Request for Unpaid Leave. No action was taken.

Adjournment

Motion to adjourn made at 5:22pm by VanderHeyden, seconded by Wichowski. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording Secretary