

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
October 26, 2016

**Called to order** at 4:02pm by President Englebert

Present: Englebert, Franzoi, Golz, Halverson, VanderHeyden and Beachkofski (Teen Rep)

Absent: Crawmer and Wicuhowski

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

**Public Comment/Communication**

None

**Consent Business**

Motion made by Franzoi, seconded by Golz to approve the Library Board of Trustees meeting minutes from September 28, 2016. Motion carried unanimously.

Motion made by VanderHeyden, seconded by Halverson to accept the Investment Committee meeting minutes of September 26, 2016. Motion carried unanimously.

**Authorization of Bills**

The bill for SenSource is for the new door counter. Motion made by Golz, seconded by Franzoi to authorize payment of the October 2016 bills as presented from the 2016 budget. Motion carried unanimously.

**Director's Report/Information Items**

1. September Statistics. Compared to last year, overall circulation of physical materials was down 3% and circulation of digital materials was down 2.5%. Circulation of adult materials was up 5.4%.
2. 2016 Budget Status. About 75% of the year has passed and 75% of the budget has been spent. A projected year end budget was enclosed. It was agreed to reupholster 10 chairs with La Belle Maison, LLC, a new Menasha business, and plan to transfer funds to the library's WALIS Technology account still this year.
3. Endowment Report. The Investment Committee met with Terri Towle and Kelly Randerson from the Community Foundation for the Fox Valley Region, Inc.
4. Staff Reports.
  - The budget review with the City of Menasha Common Council will be held on Wednesday, November 2, at 5:00pm. The review of the capital improvement budget for 2017, adjustments made to the budget, and then the vote on the budget will be held on Monday, November 14, at 5:00pm.
  - We will be moving some of the public computers to a counter in the Teen Zone and purchasing 5 barstool-height chairs that match the other ones in the library.
  - Public Works staff is recommending purchasing 10 meeting room chairs and 5 meeting room tables; trustees agreed.
  - We are planning to add a large flat screen to somewhere at the entrance of the library to promote our programs and services.
  - Staff are trying out a test version of Hoopla, a vendor of ebooks, comics, music, movies and audiobooks that are available for an average cost of \$1.56 per checkout. If we decide to contract with this service, it could be funded by Friends, with credit to the Friends in all marketing materials, thereby marketing the Friends and their efforts.
  - Librarian Ana Acosta presented AtoZ Databases to the Menasha Business Group at their meeting at the beginning of October and also told them about the online Gale Courses.
  - The library is part of a newly-established neighborhood through the Neighborhood Partners Initiative, a program of Goodwill NCW. Lenz is attending their meetings.
  - Support Services Supervisor Cate Brandt has taken over management of acquisitions; Adult Services Supervisor Joe Bongers will increase efforts in community involvement.

- Lenz, Englebert, Golz and Wichowski attended a workshop on Purposeful Boards, Successful Fundraising sponsored by the Community Foundation for the Fox Valley Region, United Way and Schenck. They are recommending as a result of this workshop to form a Governance Committee whose work will revolve around board roles/responsibilities, board composition, board knowledge, board effectiveness and board leadership. They asked the trustees to complete an exercise on Evaluating Nonprofit Governance.
  - Wichowski will soon be sending out Lenz's annual review for trustees to complete.
  - On September 29, the library held a successful reception for artist Phil Sealy, who displayed his art during September and agreed to participate in one of Librarian Colin McGinnis's podcasts. Former Library Trustee John Nebel has been working with Librarian Ana Acosta on featuring and promoting art at the library, as well as events such as that reception and podcast. Artist Bruce Levanetz will be here in November with members of the Green Apple Art Forum to talk about art. October included the centennial celebration of the National Park Service with a display from the Wisconsin Historical Society and a well-attended presentation on John Muir by local historian Tom Sutter.
  - Brian Haessley, Master Electrician and Facilities Technician, is working on installing the new door counter.
  - We are looking into offering FAN (Fox Arts Network) Pass to our patrons beginning January 1. This is a chance to check out free tickets to area cultural institutions or performances such as the Appleton Boychoir, Attic Theatre, Fox Cities Performing Center, Fox Valley Symphony and newVoices. The tickets are donated by the various venues. This is a way to bring the arts to people who may not otherwise purchase tickets. The Appleton Public Library has had this program for over a year now, and the FAN has decided to expand the opportunity to our patrons.
5. November Meeting Date. With our next meeting falling on the Wednesday before Thanksgiving, the consensus was to reschedule the meeting to Wednesday, November 30.

### **Discussion / Action Items**

6. Policies and Personnel Committee.
- Library Patron Policies: Circulation, Internet & Social Media – Since we cannot enforce it uniformly with self-checks and films/TV shows that are not rated, it was recommended to delete the last sentence in A.4.c. that says “The library shall have the authority to restrict access to library materials to cardholders who are 15 years old or younger.” and add A.4.d. – “Parents or legal guardians are responsible for their minor children’s use of library material, including payment of any fees or charges incurred by their children.” Motion made by Halverson, seconded by Franzoi to approve the Library Patron Policies: Circulation, Internet & Social Media with the recommended changes. Motion carried unanimously.
  - Library Patron Code of Conduct, Financial and Business Policies, Volunteer Policy, and Organizational Structure and Governance Policy – It was recommended changing President and Vice President of the Board to Chairman and Vice Chairman of the Board in the Organizational Structure and Governance Policy. Motion made by Halverson, seconded by VanderHeyden to approve the above policies with the recommended change to the Organizational Structure and Governance Policy. Motion carried unanimously.
7. Library Budget for 2017. The Mayor reviewed the library's 2017 budget request approved at the September meeting and made some adjustments. The council has approved that employees who opt into the health insurance plan pay for more of their premium in 2017. The library's budget request for 2017 is less than a percent more than this year.

### **Adjournment**

Motion to adjourn made at 5:31pm by Golz, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording Secretary