

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
June 22, 2016

**Call to order** at 4:02pm by VanderHeyden.

Present: Englebert, Franzoi, Golz, Kaminski (teen rep), VanderHeyden and Wichowski.

Absent: Crawmer and Rollins-Jump.

Also Present: Director Lenz, Beson (Children's Services Supervisor), Brandt (Support Services Supervisor), Erin Beachkofski and Dreyer (Administrative Assistant).

**Public Comment/Communication**

Director Lenz introduced Erin Beachkofski, who is interested in serving as the Teen Representative for 2016-2017.

**Consent Business**

Motion made by Franzoi, seconded by Golz, to approve the Library Board meeting minutes from May 25, 2016. Motion carried unanimously.

Motion made by Golz, seconded by Wichowski, to accept the minutes of the Policies and Personnel Committee meeting of June 6, 2016. Motion carried unanimously.

**Authorization of Bills**

Motion made by Franzoi, seconded by Wichowski, to authorize payment of the June 2016 bills as presented from the 2016 budget. Golz asked about the \$706.00 bill from Home Depot which was used to purchase wood for the book displays on the bookshelves. Motion carried unanimously.

**Director's Report/Information Items**

1. May Statistics. Circulation of adult books was up 3% from last year. DVD circulation is down and will continue to be during the year as we are now following DPI guidelines to circulate TV series or any multi-disk set as one item, instead of as individual discs as we did in years past. Program attendance is up 21.7%. Wireless device connections will also be down for year, since we use new software to track that use; we no longer count every cell phone that comes through the door; a patron must use the wireless connection.
2. Budget Status. About 41.6% of the year has passed and 44.3% of the budget is spent. We spent less this year as compared to last year, but there were benefit changes and we needed to prepare the roof last year for a roofing project.
3. Endowment Report. The Community Foundation is still having problems with the launch of their redesigned website so users are unable to access their fund statements at this time. They are working on the problem. We hope to have the quarterly report next month.
4. Staff Reports.
  - There are 580 kids enrolled in the Summer Reading Program – about the same as last year.
  - We anticipate that circulation will be affected by the 441 interchange/Racine Street roadwork.
  - Lenz provided a demonstration of the new website that will launch July 18 (or so).
  - There is a place to type in "yes" on the meeting room online form that the patron agrees to the meeting room policy as discussed last month.
  - Golz forwarded information on a one-day conference that will be held in Neenah on Thursday, September 29, called "Purposeful Boards, Powerful Fundraising". This conference is intended for staff and board members and costs \$35.00/person. Lenz will register any board members that would like to attend.

**Discussion /Action Items**

5. Services and Facilities Policy. The Policies and Personnel Committee went through the Services and Facilities Policy and the Materials Selection Policy to clean up the language, give some flexibility and specify decision-making authority.

Page 19 under equipment requests, lists laptop computers under a. and p. One should be deleted.

6. Materials Selection Policy. The consensus was to change page 9, C. 3. to the following:  
Gifts of Library Materials. Material donations are welcomed with the understanding that they will be evaluated for addition to the collection on the same basis as purchased materials. It shall be understood that the library may add such donations to its collection, offer them to the Friends of the Menasha Library for their books sales, share them with other appropriate institutions, or recycle them. if it cannot use the gifts, may dispose of them as it sees fit. Funds may be given to the library for purchase of items suggested by the donor. Cash donations made specifically for the purpose of buying books and other materials for the library may be designated for a specific collection. Donors may request that bookplates acknowledging their gifts be affixed to books purchased with their donations. All gifts of money shall be acknowledged.
7. Building and Grounds Committee Recommendation  
 The Building and Grounds Committee met on June 15, 2016 and are recommending the following 5 year capital improvement projects:
- a. Parking lot (2020) and north entrance apron (2017)
  - b. Carpet (2017) under public computers and light colored border around that area.
  - c. Recommission chiller (2017)
  - d. LED conversions/flag pole lights (2017)
  - e. Camera/DVR system (2018)
  - f. Study rooms (2019)
  - g. Boiler (2019)
  - h. Remaining carpet (2020)
  - i. Roof above reference and the second floor hallway (2021)
- There is some Focus on Energy incentives for lights.
8. Holiday Pay. Motion made by Franzoi, seconded by Englebert, to approve pay at time-and-a-half for work done on, before, or after a holiday for those doing the book drop when the library is closed. Motion carried unanimously.
9. 2017 Library Closings. Lenz provided a list of suggested closing dates for 2017. The library will be open from 9:00-1:00pm the Saturday before Memorial Day and Labor Day. Motion made by Englebert, seconded by Wicichowski, to approve the library closings for 2017. Motion carried unanimously.
10. Staff Unpaid Leave Request. Last month, the board granted a Library Assistant intermittent leave to accommodate an injury. She is requesting more intermittent leave until July 5 when she will resume her regular hours. Motion made by Englebert, seconded by Franzoi, to grant intermittent unpaid leave until July 5. Motion carried unanimously.
11. Online Digital Resource. The library will be purchasing more digital services this year. The first one will be Flipster, an online magazine service.
12. Appoint Nominating Committee. Englebert and Wicichowski were appointed to the Nominating Committee to select a President, Vice President, Secretary and Teen Representative for 2016-2017.

### **Adjournment**

Motion to adjourn made at 4:53pm by VanderHeyden, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,  
 Kathy Dreyer, recording Secretary