

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
July 27, 2016

Call to order at 4:00pm by Secretary Wicichowski.

Present: Englebert, Franzoi, Golz and Wicichowski (Crawmer arrived at 4:30pm)

Absent: VanderHeyden

Also Present: Jill Halverson, Erin Beachkofski, Director Lenz, Bongers (Adult Services Supervisor) and Dreyer (Administrative Assistant)

Public Comment/Communication

Director Lenz introduced Jill Halverson, who is interested in serving on the board. Halverson is an Assistant Professor of Business at the U. W.-- Fox Valley.

Election of 2016-2017 Officers

The slate of officers for the 2016/2017 term presented by Englebert, Chair of the Nominating Committee were:

President: Englebert

Vice President: Golz

Secretary: Wicichowski

Wicichowski asked for additional nominations from the floor. None were made. Franzoi moved, and Golz seconded to close nominations and elect the slate of officers as presented. Motion carried unanimously.

Appoint 2016-2017 Teen Representative

Motion made by Franzoi, seconded by Englebert to appoint Erin Beachkofski as our new teen representative. Motion carried unanimously.

Committee Appointments

President Englebert made the following appointments to the Library Board's Standing Committees:

Finance: Chair Englebert, Golz and VanderHeyden

Policies & Personnel: Chair Wicichowski, Crawmer and Franzoi

Building & Grounds: Chair Englebert, Crawmer and Franzoi

Investments: Chair Golz and VanderHeyden

Fundraising: Chair Crawmer, Wicichowski and Friends Rep. Gary Coopman

County Liaison: Franzoi

Consent Business

Motion made by Franzoi, seconded by Wicichowski, to approve the Library Board meeting minutes from June 22, 2016. Motion carried unanimously.

Authorization of Bills

The remaining balance owed to Badger Elevator for repairs was listed under Buildings 82 01 and the expenses under 80 01 was for the HVAC control panel software and computer upgrade. Motion made by Franzoi, seconded by Wicichowski, to authorize payment of the July 2016 bills as presented from the 2016 budget. Monies leftover from last year's budget were designated to pay for the self-check upgrades. Motion carried unanimously.

Director's Report/Information Items

1. June Statistics. The door count is down 10.2% but program attendance is up for the year 6.8%. These statistics could be skewed due to the counter on the security gates being inside the second set of doors so the people who use the meeting rooms or attend programs are not counted. Lenz will price door counters for the first set of doors so that the door count will more accurately reflect library usage as the role of the library changes.
2. Budget Status. About 49.9% of the year has passed and 51.3% of the budget is spent. Franzoi made suggestions for the revenue portion of this report. Golz suggested showing totals for the costs of personnel and operating expenses.

3. Endowment Report. The year to date endowment was included in the board packets. Director Lenz suggested changing the line designated as Art Fund to John Nebel Art Fund. There were no objections.
4. Staff Reports.
 - Librarian Colin McGinnis will be taking an online class on Community Engagement from U. W. Madison; the library will pay his tuition.
 - On Thursday, September 29, there is a one-day conference in Neenah called Purposeful Boards, Powerful Fundraising. Three board members and Director Lenz are going.
 - Dreyer will sign up for the Wisconsin Trustee Training webinars and send recordings of the webinars to board members.
 - We are looking for one or two library assistants to work mostly nights and weekends for 14 hours/week since two resigned. We will hire one at a time and evaluate the workload.

[President Crawmer arrived.]

Discussion /Action Items

5. Services and Facilities Policy. Last month, the board reviewed the changes recommended by the Policy and Personnel Committee and suggested deleting one of the duplicate laptop computers on page 19 under equipment requests. Motion made by Wicichowski, seconded by Crawmer to approve the changes to the Services and Facilities Policy. Motion carried unanimously.
6. Materials Selection Policy. Last month, the board reviewed the changes recommended by the Policy and Personnel Committee and suggested clarifying page 9. C. 3. to reflect gifts of library materials. Other gifts such as monetary are covered under another policy. Motion made by Franzoi, seconded by Golz to approve the changes to the Services and Facilities Policy. Motion carried unanimously.
7. Purchase of Package of Online Classes. Gale Cengage Learning offers a package of online webinars available to libraries focused on professional development, technology skills and personal enrichment. The cost is \$4,000 which is based on the size of our service area. Patrons would have access to a catalog of over 375 online courses. Each six week course is taught by college instructors and can be accessed 24/7. Upon completion, patrons are awarded a certificate of completion. These classes can be used as part of our strategic plan to promote lifelong learning, used for staff development and supplement our computer classes. We could also start learning circles to discuss courses and bring people together. We will be able to obtain reports of those who started and completed courses and get patron feedback. A marketing plan will need to be developed and we could collaborate with U. W. Fox Valley, Fox Valley Technical College, high schools, the Chamber of Commerce and Menasha business groups. Motion made by Golz, seconded by Wicichowski, to approve purchasing the Gale online courses.
8. Dates and Times of Meetings. Consensus was to continue to hold board meetings on the fourth Wednesday of each month at 4:00pm.

Adjournment

Motion to adjourn made at 4:56pm by Franzoi, seconded by Wicichowski. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording Secretary