

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES**

Elisha D. Smith Public Library  
Gegan Board Room  
January 28, 2020

**Called to order** at 4:35pm by Chair Englebert

**Present:** Chairman Englebert, Vice Chairman Golz, Trustee Franzoi, Secretary Halverson, Trustee Lane (arrived at 4:41pm), Trustee Schwerbel and Trustee Turner (arrived at 4:55pm)

**Excused:** Superintendent of Schools VanderHeyden, Trustee Witt, Ad Hoc Trustee Hermans and Teen Rep. Jacquelyn White

**Also Present:** Director Lenz and Business Manager Dreyer

**Public Comment/Communication**

Adult Services Supervisor Joe Bongers submitted his letter of resignation to take a position at the Oshkosh Public Library.

**Consent Business**

Correction: The Building & Grounds Committee minutes should state that a conference call was made with MSS not MMS. Motion made by Franzoi, seconded by Golz to approve the Library Board meeting minutes from December 17, 2019 and accept the Building & Grounds Committee minutes from January 13, 2020 with the above correction. Motion carried unanimously.

**Authorization of Bills**

Motion made by Golz, seconded by Franzoi, to authorize payment of the December (2) list of bills from the 2019 budget and the January list of bills from the 2020 budget and endowment fund. Motion carried unanimously.

**Unfinished Business**

Committee Report: Building & Grounds Committee

The committee has been charged with the development of a comprehensive facilities plan by 2021. They reported on their progress.

**New Business**

Library Year 2020

A monthly list of library events for the year was reviewed.

December Statistics

At the end of 2019, digital circulation was up 2.9% from last year, overall circulation was down 4.3%, meeting room use was up 14.2%, and program attendance was up 10.4%.

2019 Budget Status

The end-of-year budget status was reviewed. Last month, Trustees designated \$20,000 of unspent funds in 2019 for retirement benefits in 2020 (100-0601-551.10-01) and any remaining funds for management (100-0601-551.21-06) to be used for development of the facilities plan.

2020 Budget: Line for Building Repair 24-03

The city budget book includes a listing for "interior LED conversion" in the line for Building Repair for \$5,000. It should say "exterior LED conversion". Motion made by Halverson, seconded by Franzoi, to change the interior to exterior LED conversation. Motion carried unanimously.

2019 WALs Technology Account Status

The WALs Technology account was reviewed. We received a grant from Faith Technologies to be used for hotspots and audio/video recording equipment. We have also applied for a grant from Winnefox.

2019 Endowment Account Status

End-of-year 2019 endowment accounts were reviewed.

### Staff Reports

- Full-time Technical services Clerk Ruth German retired on January 24 after working with the library for 46.5 years.
- Half-time Clerk Na'imah Ali will be taking over Ruth's full-time position.
- Na'imah's half-time position will not be filled as it was. Instead, Support Services Library Assistants will rotate in and out of the Children's Room to complete the tasks formerly completed by Na'imah.
- We recently completed a hiring process for two Support Services Library Assistants. These hours became available with the change from above, the resignation of Anita Stadtmueller, and the decision to no longer hire a summer casual Library Assistant. Library Assistant Jenifer Koser has started training and the second Assistant is in the job offer phase.
- An offer has been made for the Outreach Specialist position. Trustees asked to see the job description.
- Turner suggested creating a job description for library board Teen Representative.
- Staff were asked to prepare a proposal for next month for the library going fine free.

### **Adjournment**

Motion to adjourn made at 5:41pm by Halverson, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary