

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES

Elisha D. Smith Public Library

Gegan Board Room

February 6, 2019 (rescheduled from January 30 due to snowstorm)

Called to order at 4:02pm by Vice Chairman Golz

Present: Trustee Franzoi (arrived at 4:06pm), Vice Chairman Golz, Secretary Halverson, Ad Hoc Trustee Hermans, Trustee Lane, Trustee Schwerbel, Trustee Turner, Superintendent of Schools VanderHeyden, Trustee Witt and Teen Representative Genz (arrived at 4:03pm)

Absent: Chairman Englebert

Also Present: Director Lenz, Children Services Supervisor Beson, Support Services Brandt and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

Motion made by Halverson, seconded by Witt to approve the Library Board meeting minutes from December 19, 2018, and Ad Hoc Strategic Planning minutes from December 19, 2018, and January 7, 2019. Motion carried unanimously.

Authorization of Bills

The bill for Green Electric was for LED light bulbs from the 2018 budget and the Automated Comfort Controls, Energy Control and Design and Tyco Integrated Security are annual service agreement fees for 2019. Motion made by Schwerbel, seconded by VanderHeyden to authorize payment of the December 2018(2) bills from the 2018 budget, the January 2019 from the 2019 budget, endowment, and WALs fund. Motion carried unanimously.

Unfinished Business

The Ad Hoc Strategic Planning Committee met prior to this meeting to review goals from the January 7 SOAR meeting. Halverson would like feedback emailed to her by Monday, February 11, at noon. The Strategic Planning GAP Analysis will be held on Wednesday, February 13, from 3:30 to 5:30pm in the Company E Room.

New Business

1. December and Year End Statistics.

The December/year to date statistics were reviewed. At the end of 2018, circulation was down 4%, meeting room use up 8%, digital circulation up 28%, adult program attendance up 15.4%, and WiFi use up 18%. Trustees requested a report of trends over the past few years.

2. 2018 Budget Status.

The 2018 budget is 98.4% spent. The budget status does not include the December 2018(2) bills.

(Beson and Brandt left the meeting at 4:30pm.)

3. Staff/Trustee Reports.

- Trustees reviewed the 2018 year-end endowment report.
- The 2018 year-end WALs report was reviewed.
- Trustees reviewed the bookmark summarizing Children's Department activities in 2018.
- The Library Year schedule was included in the board packets.
- On January 28, Lenz and supervisors meet with City of Menasha Director of Public Works Josh Radomski to discuss parking lot improvements. The parking lot will be redone with 2 additional handicapped spots and a walkway in the middle area in May or September. Trustees will allow Public Works managers and parking lot designers determine if the traffic pattern should be one- or two-way.
- Deputy Director of Municipal Operations Adam Alix prepared a report on the failed AC compressor stating that all parties are convinced that the issue is within the compressor and a new one has been

ordered. Schwerbel feels that a second opinion should be obtained since they do not know why the current compressor does not work, and Alix is working on securing that.

- Library Legislative Day is Tuesday, February 12, in Madison.
- Alderman James Taylor asked if the library is going to celebrate the 50th anniversary (August 5, 1969) of the library building being on its current site. It is also the 135th anniversary of Menasha having a stand-alone library. Trustees thought it would be good to have some type of celebration in September/October but deferred to the Marketing and Resource Development Committee.

Adjournment

Motion to adjourn made at 5:29pm by Franzoi, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary