

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

Elisha D. Smith Public Library

All participants online.

February 23, 2021

Called to order at 4:34pm by Chairman Golz

Present: Trustee Derencius, Trustee Franzoi, Chairman Golz, Vice Chair Halverson, Secretary Lane, Trustee Schwerbel, Trustee Turner, Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep White

Also Present: Candi Huber, City of Menasha Human Resources Coordinator, Director Lenz, Support Services Supervisor Raschke, Adult Services Supervisor Moore-Nokes and Business Manager Dreyer

Public Comment/Communication

Welcome to Lindsay Derencius, our new library trustee. Lindsay is the Director of Training at Faith Technologies.

Unfinished Business

Director Search

Huber provided some instructions for the director interviews that will be held at the Special Meeting on March 8, 2021 from 2:00-4:00pm.

(Huber left the meeting at 4:53pm)

Consent Business

A motion was made by Halverson, seconded by VanderHeyden to approve the Library Board of Trustee meeting minutes from January 26, 2021 and accept the minutes of the Building & Grounds Committee meeting from February 10, 2021, and the 125th Anniversary Committee from January 9, 27 and February 12, 2021. Motion carried unanimously.

Authorization of Bills

A motion was made by Halverson, seconded by Turner to authorize payment of the December(3) 2020 list of bills from the 2020 budget and the February 2021 list of bills and endowment fund from the 2021 budget. The invoice from yourmembership is for the ALA Job List ad for the director position and the Modern Marketing invoice is for summer library program prizes. Motion carried unanimously.

Unfinished Business

Director Search (2)

A motion was made by Halverson, seconded by Witt to authorize Kathy Beson, Children's Services Supervisor, to sign documents until the new director starts working at the library. Motion carried unanimously.

Building & Grounds Committee

The committee met with Menasha Community Development staff Sam Schroeder and Joe Stephenson at their last meeting. Franzoi and Turner spoke with Margaret Sullivan of MSS about her potential role in the facility planning process. Schwerbel spoke with staff at East Central Wisconsin Planning Commission. Schwerbel and Lenz spoke with Greg Mickells, Director of the Madison Public Library about the Imagination Center at Reindahl Park project. The committee will be meeting Wednesdays at 11:00am through March to continue their facility plan.

125th Anniversary Celebration Committee

- In February, we celebrated the 125th Anniversary with a concert by Erin Krebs and Facebook contests.

- Volunteer Walt Ulbricht has collected over \$1,000 in gift cards from local businesses and organizations for prizes during the year.

(Turner left the meeting at 5:03pm.)

- Elisha D. Smith's birthday is March 29. We will celebrate by holding drawings and giving prizes for those that participate in our virtual events – Randy Peterson Concert, Rondini Magic Show and Elisha D. Smith – A Life programs.

(Franzoi left the meeting at 5:06pm.)

- The committee is looking to hold an outdoor event on August 5 in commemoration of the opening of the current library site in 1969.

New Business

January Statistics

Trustees reviewed the January statistics.

2020 Budget Status Report: Final

This is the 2020 final budget report.

2021 Budget Status Report

Trustees reviewed the 2021 budget status

2021 Library Volunteer of the Year

Lenz is recommending Gary Coopman as our Volunteer of the Year. He has been the driving force behind the library's homebound delivery services for several years and more importantly during the pandemic. A motion was made by VanderHeyden, seconded by Lane to approve Gary Coopman as our Volunteer of the Year. Motion carried unanimously.

2020 Annual Report to Wisconsin's Department of Instruction

The 2020 Public Library Annual Report was reviewed. Motion made by Witt, seconded by Schwerbel to approve the report and indicate that the library system did provide effective leadership and adequately met the needs of the library. Motion carried unanimously.

Strategic Plan Update: Two Partnerships – MCAAP and YMCA of the Fox Cities

The library has partnered with the Menasha Community Addiction Assistance Program (MCAAP) which provides free services to Menasha residents for family members dealing with addiction. We have also partnered with the YMCA of the Fox Cities to better market what we do.

Status of Library Services/Staff Reports

- Since case rates have fallen, we have consulted with Menasha Health Department Director Nancy McKenney, Health Department Coordinator Todd Drew, Chairman Golz, Mayor Don Merkes and other Fox Cities library directors to reopen our doors on Friday, February 26 with reduced hours and an occupancy limit of 10 patrons.
- Eva Kozersky will be starting on February 27 as a librarian in Adult Services.
- This is Vicki's last meeting. In appreciation for all she has done for the library, funds will be sent to Double Portions Soup Kitchen in Vicki's name on behalf of the Library Trustees.

Adjournment

Motion to adjourn made at 5:23pm by Halverson, seconded by Lane. Motion carried unanimously.

Respectfully submitted,

Kathy Dreyer, Recording Secretary