

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

Elisha D. Smith Public Library
Gegan Board Room
March 24, 2020

Called to order at 4:31pm by Chair Englebert

Present: Chairman Englebert (via teleconference), Vice Chairman Golz, Secretary Halverson (via teleconference), Trustee Franzoi (arrived at 4:33pm), Trustee Lane (via teleconference), Trustee Schwerbel (via teleconference), Trustee Turner (via teleconference) and Superintendent of Schools VanderHeyden.

Excused: Trustee Witt and Teen Rep White

Also Present: Director Lenz and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

Motion made by Golz, seconded by VanderHeyden to approve the Library Board meeting minutes from February 25, 2020.

Motion carried unanimously.

Authorization of Bills

Motion made by VanderHeyden, seconded by Golz to authorize payment of the December (3) 2019 list of bills from the 2019 budget and the March 2020 list of bills from the 2020 budget, endowment fund and WALs technology fund. Motion carried unanimously.

Committee Reports

Governance Committee Report

Schwerbel, Witt and Turner's terms end on June 30, 2020. They have all agreed to serve another 3 year term.

The committee is recommending the following slate of officers for 2020-2021:

Golz – Chair

Halverson – Vice Chair

Lane – Secretary

Dreyer will send out a list of the committees and trustees will be asked to indicate their top two preferences. Englebert will try to assign as indicated unless there are gaps that need to be filled.

Building & Grounds Committee Report

Schwerbel reported on the progress of developing a comprehensive facilities plan. The committee will prepare a proposal with next steps for trustees to approve at the April or May meeting.

New Business

February Statistics

February statistics were reviewed. There will be a decline in 2020 statistics as a result of COVID-19.

2019 Budget Status

The end of year budget status was reviewed. Work on the boiler at the end of the year has eliminated most of the carryover to this year's budget other than the \$20,000 for retirements benefits.

2020 Budget Status

The 2020 budget status was reviewed.

Staff Reports

- Halverson, Menasha Human Resources Coordinator Candi Huber, Support Services Supervisor Brandt and Lenz interviewed 5 candidates for the Adult Services Supervisor position. A candidate is proceeding through the hiring process.
- We are going to create a committee of staff and patrons to work on marketing the library and to celebrate the library's 125th anniversary in 2021.
- Lenz would like to nominate Linda Groh as our Volunteer of the Year. Motion made by Franzoi, seconded by Golz to name Groh the 2020 Volunteer of the Year. Motion carried unanimously.

- Last month, Lenz presented changes to the Library Patron Policies and a proposal for the library to go fine free. The proposal was sent to the common council and no concerns were expressed. Motion made by VanderHeyden, seconded by Franzoi to approve the changes to the Library Patron Policies as presented and for the library to go fine free as of June 1. Discussion: A marketing campaign should be developed. Franzoi also suggested that a dollar threshold policy be developed under which Lenz as the management authority to make these decisions without needing trustee approval. Motion carried unanimously.
- In order to pay the library's bills without disruption, City Finance Manager Jennifer Sassman is recommending that the library board give the city the authority to pay monthly invoices without approval at a board meeting if a meeting is not possible until the COVID-19 emergency has ended. Motion made by Franzoi, seconded Golz to approve this recommended. Motion carried unanimously.
- During the COVID-19 emergency, Lenz is recommending these work guidelines, with direction from those set by the city:
 - Waiving the requirement that if an employee is absent for more than three working days due to accident, illness, or disability, administration shall request a release for the employee's return to work, signed by a licensed physician.
 - Allowing benefited staff to use sick leave (or vacation) to stay home to care for their children if needed.
 - Allowing benefited staff to use "future" or unearned sick leave, if they don't have enough paid time off to cover their absences.
 - Requiring staff to stay home as of Wednesday, March 24, at 8:00am unless their work is deemed essential.
 - Requiring staff to work at home as assigned by the library director during regular work hours.
 - Requiring all library staff to be on-call with 30 minutes notice during regular weekly hours, to work at the library if necessary or fill in anywhere in the city if needed. (This is in case too many city staff members fall ill with the virus and someone is needed to fill in to do an essential service.)
 - Have a least one member of the administrative team come to the library each day to take in newspapers, check on the building, and triage phone messages.
 - Pay all staff for their regular weekly hours, unless they indicate that they are not "on call".

Motion made by Franzoi, seconded by Golz to approve the guidelines as stated above. Motion carried unanimously.

Lenz proposed changing the library's Personnel Policy, to match the city's benefits that took effect at the start of the year, retroactive to the start of 2020 also. This proposal is for discussion only; action may take place at the next meeting:

DEFERRED COMPENSATION: The library contributes \$30 per month to a deferred compensation account for full-time employees. who are eligible for and select family or employee/spouse health insurance coverage, \$15 per month for employees who are eligible for and select single health insurance coverage. Part-time employees who work a minimum of 18.75 hours per week shall have this contribution pro-rated relative to their regular weekly hours. Employees working at least 18.75 hours per week 600 hours per year may contribute through payroll deduction to such an account, deferring payment of state and federal taxes until the funds are withdrawn. They may also defer payment as a Roth Contribution. There is a minimum deferment and employees must enroll to receive this benefit. More information about this benefit is available from the city's human resources coordinator.

Adjournment

Motion to adjourn made at 5:08pm by Franzoi, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary