

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**April 27, 2021**

**Called to order** at 4:30pm by Chairman Golz

Present: Trustee Franzoi (arrived at 4:35pm), Chairman Golz, Vice Chair Halverson, Trustee Lane, Trustee Schwerbel, Trustee Turner (arrived at 4:47pm via teleconference), Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep. White

Absent: Trustee Derencius

Also Present: Director Kopetsky, Childrens Services Supervisor Beson, Support Services Supervisor Raschke, Adult Services Supervisor Moore-Nokes and Business Manager Dreyer

**Public Comment/Communication**

Golz received an email from Vicki Lenz thanking trustees for the flowers.

**Consent Business**

A motion was made by VanderHeyden, seconded by Witt to approve the Library Board of Trustees meeting minutes from March 23, 2021, Special Meeting minutes from March 8, 2021 and accept the meeting minutes of the Building & Grounds Committee from March 17, 2021 and the 125<sup>th</sup> Anniversary Committee from March 19, 2021. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Halverson, seconded by Lane to authorize payment of the April 2021 list of bills, endowment fund and WALs Technology account from the 2021 budget. The invoice from PrecisionChem was to fill the cooling tower. Motion carried unanimously.

**Unfinished Business**

Building & Grounds Committee Update

Golz and Schwerbel met with architects and visited other libraries. Schwerbel will put together an RFP form for the city attorney to review and send to architects.

125<sup>th</sup> Anniversary Celebration Committee Update

The Elisha D. Smith – A Life program was well received. Most of the prizes for the month of March have been picked up. Librarian Eva Kozerski developed a timeline of how the library started on the art wall. Associate Librarian Liz Tubman put together an infographic timeline. We are continuing to thank sponsors on our website, weekly Constant Contact newsletter and monthly newsletter. The committee is planning an event for August 12 that may include a downtown historic walk, an outdoor movie and food trucks.

Kathy Beson left the meeting at 5:00pm.

**New Business**

March Statistics

Trustees reviewed the March statistics.

2021 Budget Status Report

Trustees reviewed the 2021 budget status.

2021 Endowment Report

Trustees reviewed the 2021 endowment report.

County Reimbursements Request

The library can bill neighboring counties for serving their residents who live in areas that do not support a public library as follows:

Calumet County	\$ 98,075	
Fond du Lac County	\$ 488	
Green Lake County	\$ 194	
Waushara County	\$ 57	
Winnebago County	\$396,635	(for operational expenses)
Winnebago County	<u>\$ 55,876</u>	(for facilities - year 17 of a 20-year reimbursement)
Total	\$551,325	

Motion made by Franzoi, seconded by Witt to bill the counties for the amounts listed above. Motion carries unanimously.

Director's Report

- Kopetsky spoke with the health department and management team. We will be removing the monitors and increasing our capacity to 25% as of May 1. Masks will still be required as per the directive from City of Menasha. We will keep our current hours through the summer.
- Kopetsky is meeting with organizations in our community to see how we can partner.
- There will be a full staff meeting on May 18.
- We will be working on some new programming.
- It will be recommended to make some revisions to our personnel policy.

Franzoi left the meeting at 5:20pm.

Status of Library Services/Staff Reports

- Adult Services is getting ready for the summer reading program through Beanstack. With the elimination of the monitors, they will be able to devote more time to projects.
- Support Services still has curbside pick-up for those who do not want to come into the library. There has been an increase in new library cards. We have taken collections for Help for the Homeless, Libraries Against Hunger and Movers for Moms. A library assistant has resigned, and the position is posted on NeoGov.

**Adjournment**

Motion to adjourn made at 5:32pm by Halverson, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary