

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES

Elisha D. Smith Public Library
Via GoToMeeting
April 28, 2020

Called to order at 4:30pm by Chair Englebert

Present: Chairman Englebert, Vice Chairman Golz (at library), Secretary Halverson, Trustee Franzoi, Trustee Lane, Trustee Schwerbel, Trustee Turner, Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep White.

Also Present: Director Lenz, Support Services Supervisor Brandt, Adult Services Supervisor Raschke and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

Motion made by VanderHeyden, seconded by Franzoi to approve the Library Board meeting minutes from March 24, 2020. Motion carried unanimously.

Motion made by Halverson, seconded by Witt to approve the Governance Committee meeting minutes from March 24, 2020. Motion carried unanimously.

Authorization of Bills

Motion made by Golz, seconded by Turner to authorize payment of the December (4) 2019 list of bills from the 2019 budget and the April 2020 list of bills from the 2020 budget, endowment fund and WALS technology fund. Motion carried unanimously.

Old Business

Personnel Policy: Deferred Compensation

Last month the board reviewed a proposal to modify the library's Personnel Policy provision for the deferred compensation benefit to match the city's benefit, as it was recently changed. This change would be retroactive to the start of 2020.

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through payroll deduction to such an account, deferring payment of state and federal taxes until the funds are withdrawn.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 deferral and employees must enroll to receive this benefit. More information about this benefit is available from the city's personnel coordinator.

Motion made by Golz, seconded by VanderHeyden to approve the provision for deferred compensation as stated above. Motion carried unanimously.

Building and grounds Committee Report

Today, the committee received a revised scope proposal phase one from Margaret Sullivan Studio. The committee will meet to review the proposal and come back next month with a recommendation.

New Business

March Statistics

March statistics were reviewed. There was a decline in the statistics as a result of COVID-19. From March 16 – March 24, the library was closed to the public and on March 25 Governor Evers issued the Safer at Home Order. On April 17, Governor Evers loosened restrictions so that public libraries could offer curbside pickup beginning on April 24. Staff returned to work on April 27 with the library offering drive up service.

2019 Budget Status

We will have end of year budget status at next month's meeting.

2020 Budget Status

The 2020 budget status was reviewed.

Billing Adjacent Crossover Borrowing in 2019

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

Fond du Lac County	\$ 397
Green Lake County	\$ 301
Waushara County	\$ 90
Winnebago County	\$413,186 for operational expenses
Winnebago County	\$ 59,466 for facilities (this is year 16 of a 20-year reimbursement)

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

Franzoi left the meeting at 5:14pm.

Staff Reports

- Aaron Raschke, the former director of the Ethel Everhard Memorial Library in Westfield, started working as our Adult Services Supervisor on Monday, April 6.
- Per Governor Evers' directive, libraries may provide curbside pickup as of April 24. We began offering this service on Monday, April 27 as well as opened the book drop. Materials are being quarantined for 72 hours before being processed. If a patron needs something printed, they can email the file and we will call them when it is ready to be picked up. These services have been well received by patrons.

Adjournment

Motion to adjourn made at 5:21pm by Golz, seconded by Witt. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary