

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

Elisha D. Smith Public Library
Via GoToMeeting
May 26, 2020

Called to order at 4:31pm by Chair Englebert

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

Also Present: Director Lenz, Children's Services Supervisor Beson, Support Services Supervisor Brandt, Adult Services Supervisor Raschke and Business Manager Dreyer, and a caller who didn't identify his/herself.

Public Comment/Communication

Email message: Linda Groh thanked trustees for naming her 2020 Volunteer of the Year.

Consent Business

Motion made by Franzoi, seconded by VanderHeyden to approve the Library Board meeting minutes from April 28, 2020 and accept the minutes of the Building & Grounds Committee meeting of May 5, 2020. Motion carried unanimously.

Authorization of Bills

Motion made by Franzoi, seconded by Lane to authorize payment of the April 2020 list of bills from the 2020 budget and endowment fund. Motion carried unanimously.

Old Business

Building and Grounds Committee Report

The committee met remotely this month and discussed the first phase of a project to redesign the library to meet the needs of the future. Chairman Englebert presented this remotely to the Menasha Common Council at a workshop prior to a council meeting. Soon after, federal grant funds were announced that will be available to libraries and museums with projects that address the COVID crisis, and it was determined that this may qualify for such a grant. Winnefox contracts with CESA 6 for grant writing, and a grant writer has begun working with Lenz on an application.

Motion made by Franzoi, seconded by Schwerbel, to authorize payment of up to \$10,000 to MSS then \$10,000 on or before September 1 regardless if we get the grant providing that the grant writer does not think that this will interfere with us getting the grant. Motion carried. Lenz will contact the grant writer.

New Business

April Statistics

Library staff returned to work on Monday, April 27, to offer curbside delivery of holds to our patrons while the doors remain closed. We are doing virtual programming (story times) and offering some reference services. Digital circulation increased 40.5% for the month.

2019 Budget Status

These are the final numbers for 2019. Lenz asked Menasha Finance Director Jennifer Sassman to include carryover of \$20,000 for retirements this year and \$2,143.35 for the management account to help cover the costs of the facility plan in her request to the common council, as approved earlier by trustees.

2020 Budget Status

The 2020 budget status was reviewed.

Billing Adjacent Crossover Borrowing in 2019

Lenz is waiting for the amount that we are allowed to bill Calumet County this year.

Staff Reports

- MJSD Librarian Jen Peterson contacted Lenz about bringing books to two of the MJSD meal sites that are on the edges of the school district. These sites are not at schools, and they have no access to books. Lenz applied for a grant from Menasha Corporation to purchase \$2,500 worth of books to give away at these sites. If the grant is awarded, we will put information about the summer reading program and curbside pick-up into the books as they are distributed.
- Lenz prepared a draft of a plan to reopen the library. These procedures for the first phase of reopening the library to members of the public follow the recommendations of Wisconsin's Badger Bounce Back Plan. Phase one would include continuing curbside pick-up, virtual programming, resume homebound delivery with volunteers, and allow ten people at a time to access personal business services in the concourse area only.
- Lenz added Pandemic Emergency Rules to the Library Patron Code of Conduct which includes that patrons must wear face coverings and maintain a distance of at least six feet from other patrons while at the library. If a patron does not have a face covering, the library will provide one and ask for a donation. Motion made by VanderHeyden, seconded by Turner to approve the additions to the Library Patron Code of Conduct. Motion carried unanimously.

Adjournment

Motion to adjourn made at 5:20pm by Franzoi, seconded by Schwerbel. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary