

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

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

Present: Chairman Golz, Trustee Franzoi, Vice Chairman Halverson, Trustee Lane,  
Trustee Schwerbel, Superintendent of Schools VanderHeyden and Trustee Witt

Absent: Trustee Turner

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

**Public Comment/Communication**

None

**Consent Business**

A motion was made by Franzoi, seconded by VanderHeyden to approve the Library Board of Trustees meeting minutes from June 29, 2021, and accept the meeting minutes of the Policies and Personnel Committee from June 30, 2021 and the 125<sup>th</sup> Anniversary Committee meeting minutes from July 2, 2021. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Schwerbel, seconded by Franzoi to authorize payment of the July 2021 list of bills, endowment fund and WALs Technology account from the 2021 budget. Motion carried unanimously.

**Unfinished Business**

Election of 2020-2021 Officers

The Governance Committee recommends the following officers for 2021-2022:

Chair	Bob Golz
Vice Chair	Jill Halverson
Secretary	Carrie Lane

Golz - Not hearing any other nominations, the nominations are closed. Motion made by VanderHeyden, seconded by Witt to approve the nominations as presented. Motion carried unanimously.

Committee Appointments 2021-2022

Chairman Golz reviewed his committee appointments:

Finance/Investments:	Chair Lane, Franzoi, Golz & VanderHeyden
Governance:	Chair Golz, Halverson, & Lane
Marketing & Resource Dev.:	Chair Witt & Halverson
Policies & Personnel:	Chair VanderHeyden & Witt
Building & Grounds:	Chair Schwerbel, Golz, Halverson & Turner

2021-2022 Teen Representative Reappointment

Motion made by VanderHeyden, seconded by Franzoi to appoint Divyasree Chintamani as the library's teen representative. Motion carried unanimously.

### Building & Grounds Committee Update

Schwerbel is waiting for City Attorney Captain to provide him with a general terms and conditions for the RFP's.

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

Witt provided an agenda for the 125<sup>th</sup> Dinner & A Movie event at Smith Park on Thursday, August 12 from 5:00 – 10:00pm.

VanderHeyden left the meeting at 5:00pm.

### Organization of Friends Group Update

Turner is going to contact Godfrey and Kahn to help us establish a 501(c)3 Friends group. We will need to establish a board of directors.

## **New Business**

### Director's Report

- Kopetsky is waiting for Winnefox to establish the connection for the Gale Cengage program Udemy that offers short courses and videos to teach specific skills.
- The first purchase of the tabletop game collection was made.
- On Thursday, July 22 we were closed until noon for internet maintenance. A program planning meeting was held while we were closed.

### June Statistics

The adult print collection checkouts are about 80% of preCOVID levels. Children's material checkouts continue to climb. Our digital collection continues to see growth - up about 10% over June 2019. DVD's continue to lag.

### 2021 Budget Status Report

Trustees reviewed the 2021 budget status.

### Recommendations by the Policies and Personnel Committee

The committee is recommending the following changes to the Personnel Policy for the board to consider voting upon next month. These changes align us with the city:

- B. 5. Library Assistants, ~~all of whom shall be part-time~~, shall start .....
- D.5.a. Regular full-time employees shall earn sick leave at a rate of one (1) day per month. New employees begin earning one day per month of sick leave at the end of their first full calendar month of employment. ~~Thereafter, employees shall be awarded 12 days of sick leave on January 1 of each new year.~~
- D.5.e. The library has the right to investigate the use of all sick leaves. ~~has the right to have use of all sick leave validated by a physician.~~
- D.5.g. ~~If an employee is absent for more than three days due to accident, illness, or disability, administration shall request a release for the employee's return to work, signed by a licensed physician.~~
- Add - Each year an eligible non-represented regular full-time employee may elect to receive additional vacation hours, up to a maximum of 37.5/40.0, for unused sick leave hours accumulated during the preceding calendar year in accordance with the following formula:

SLV – Sick Leave Vacation

SLE – Sick Leave Earned/Unused SLV =  $(SLE \times 2/3) \times 1/2$

Sick leave/vacation hours must be used in the year of conversion, or they are lost.

Under no circumstances will sick leave/vacation hours be paid out in cash.

The committee reviewed the Selection of Materials Policy and agreed to split out the policies from the procedures. A procedure manual will be developed.

#### Library Board Regular Meeting Day/Time 2021-2022

The consensus was to continue to hold the meetings on the 4<sup>th</sup> Tuesday of the month at 4:30pm.

#### Staff Reports

- Angela Yu started as a new Library Assistant.
- The Summer Reading Program runs through August 14.
- We continue to see more people in the library.

#### **Adjournment**

Motion to adjourn made at 5:25pm by Witt, seconded by Halverson. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary