

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

Elisha D. Smith Public Library  
Via GoToMeeting and in the Company E Room  
July 28, 2020

**Called to order** at 4:31pm by Chairman Englebert

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

**Absent:** Trustee Franzoi and Trustee Turner

**Also Present:** Director Lenz (at the library), Children's Services Supervisor (at the library), Support Services Supervisor Brandt (via GoToMeeting) Adult Services Supervisor Raschke (at the library) and Business Manager Dreyer (at the library).

**Public Comment/Communication**

None

**Election of 2020-2021 Officers**

The Governance Committee recommended the following officers for 2020-2021:

Chair	Bob Golz
Vice Chair	Jill Halverson
Secretary	Carrie Lane

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

**Committee Appointments 2020-2021**

Chairman Golz reviewed his committee appointments:

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

**2020-2021 Teen Representative Reappointment**

Motion made by Halverson, seconded by Englebert to reappoint White as the library's teen representative. Motion carried unanimously.

**Set Day/Time for 2020-2021 Board Meetings**

Motion made by Witt, seconded by Englebert to continue to hold the meetings on the 4<sup>th</sup> Tuesday of the month at 4:30pm. Motion carried unanimously.

**Consent Business**

Motion made by Englebert, seconded by VanderHeyden to approve the Library Board meeting minutes from June 23, 2020. Motion carried unanimously.

**Authorization of Bills**

Motion made by Halverson, seconded by Lane to authorize payment of the July 2020 list of bills from the 2020 budget, endowment fund and WALs technology account. Motion carried unanimously.

**Old Business**Facility Plan

Schwerbel reviewed the Phase One proposals from MSS. Motion made by Schwerbel, seconded by Englebert to approve the Revised Phase One proposal by MSS in the context of doing it virtually and process of scope not to exceed \$15,000. These funds would come from the operating budget. Motion carried unanimously.

**New Business**2020 Budget Status

Trustees reviewed the 2020 budget status. Golz would like to meet with the Mayor and Lenz to discuss the 2021 budget.

**June Statistics**

Due to the coronavirus pandemic the library remained closed to the public during the month of June with these exceptions: drive-up checkout service, virtual programs, telephone reference service, homebound delivery, WiFi service in the library's parking lot, Friday book sales, and a service that officially began on June 29 allowing patrons to come into the concourse area of the library to use internet computers, make photocopies, send a fax, have something notarized, or have a test proctored. The statistics were reviewed.

**Staff Reports**

- Raschke reported that Adult Services has a limit of up to 5 people at any given time to use the computers, copy machine, fax machine, notary service or test proctoring. Computers are limited to 2 hours. We average about 20 people per day. Patrons are required to wear a mask and use hand sanitizer upon entering the building. Equipment is cleaned between patrons. Library volunteers are manning used book sales outside on Fridays through August 28.
- Beson reported that Children's Services is holding 6 virtual programs per week. Victor Flores, Outreach Specialist has given away 163 books at the MJSD meal locations. These books were purchased with a grant from Menasha Corporation. We have 264 adults, 48 teens and 300 children signed up for the online reading program through Beanstack.
- The open half time Adult Services Librarian – Young Adult position has been filled by Library Assistant Cindy Schaefer-Kemps.

**Adjournment**

Motion to adjourn made at 5:08pm by Englebert, seconded by Witt. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary