

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

Elisha D. Smith Public Library
Via GoToMeeting and in the Library
August 25, 2020

Called to order at 4:30pm by Chairman Golz

Present: Englebert (via GoToMeeting), Chairman Golz (at the library), Vice Chair Halverson (via GoToMeeting), Secretary Lane (via GoToMeeting), Trustee Schwerbel (via GoToMeeting), Trustee Turner (at the library at 4:36pm), Trustee Witt (via GoToMeeting) and Teen Rep White (via GoToMeeting).

Absent: Trustee Franzoi and Superintendent of Schools VanderHeyden.

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

A sympathy card was sent to the spouse of former Trustee Gary Wisneski.

Consent Business

Motion made by Englebert, seconded by Halverson to approve the Library Board meeting minutes from July 28, 2020. Motion carried unanimously.

Authorization of Bills

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

Old Business

Facility Plan

We expect to hear about the IMLS CARE's grant application on September 1, 2020. Trustees should not forget about the other parts of the strategic plan that also needs to be accomplished.

New Business

July Statistics

The use of digital materials is up 16.5% over last year. Website visits are up 8.8%. Due to COVID-19, the library continues to provide curbside materials pick-up, virtual programming and limited in library services.

2020 Budget Status

Trustees reviewed the 2020 budget status.

Endowment Status: Transfers

Motion made by Halverson, seconded by Englebert to transfer funds (totaling \$1,854.07) from the Memorial Fund held at the Community Foundation for the Fox Valley Region, Inc. to the checking account held at Nicolet National Bank as follows as per the donors:

- 10% from the Graves Fund for children's materials
- 5% from the Howe Fund for children's materials
- 5% from the Vollmer Fund for children's materials
- 5% from the Loescher Fund for craft books and programs

Motion carried unanimously.

Ad Hoc Committees 2020-2021

Motion made by Golz, seconded by Turner to establish three ad hoc committees: Facility Project Fundraising Committee, an Arts Committee (volunteers that manage displays on the art wall, hold artist

receptions, etc.) and a 125th Anniversary Committee. The 125th Anniversary Committee would be part of the Marketing & Resource Development Committee. Motion carried unanimously.

2021 Budget

There are no instructions from the city as of yet regarding the 2021 budget.

Staff Reports

- Children's Services is passing out prizes and coupons to the summer reading program participants. They are also planning a fall reading program.
- Victor Flores, Outreach Coordinator, is doing virtual story times and gave away about 250 books (from a grant from Menasha Corporation) at the MJSD meal sites in Menasha.
- There are 15-20 patrons on an average day that come in for in-library reference services.
- Friends made about \$2,300 from the used book sale that was held outdoors Fridays in August.
- There were 272 teen crafts picked up over the summer.
- Cindy Schaefer Kemps has moved from library assistant to librarian. Matt Tessmer received full time employment at the Oshkosh Public Library. These hours, in addition to those left by another library assistant earlier in the year, could be used to temporarily expand cleaning when the library's hours change to school year hours on September 8. Trustees agreed to shift an additional \$200 per week to Contract Services – Janitorial for Service Master.

Adjournment

Motion to adjourn made at 5:00pm by Witt, seconded by Halverson. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary