

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

Elisha D. Smith Public Library  
Gegan Board Room  
August 27, 2019

**Called to order** at 4:37pm by Chairman Englebert

**Present:** Chairman Englebert, Secretary Halverson, Trustee Franzoi, Trustee Schwerbel, and Trustee Turner (arrived at 5:08pm)

**Excused:** Vice Chairman Golz, Ad Hoc Trustee Hermans, Trustee Lane, Superintendent of Schools VanderHeyden and Trustee Witt

**Also Present:** Director Lenz and Business Manager Dreyer

**Public Comment/Communication**

None

**Consent Business**

Motion made by Franzoi, seconded by Schwerbel to approve the Library Board meeting minutes from July 24, 2019 and accept the minutes of the Marketing & Resource Development Committee from July 29, 2019, the Building & Grounds Committee meeting from August 13, 2019, the Finance & Investments Committee from August 13, 2019 and the Marketing & Resource Development Committee from August 19, 2019. Motion carried unanimously.

**Authorization of Bills**

There is an addition to the endowment list of bills for \$1,000 to the Fox Cities Book Festival for this year's authors. The bill for Automated Comfort Controls is the semi-annual billing as per the service agreement. The trustees would like to see a copy of the contract for Automated Comfort Controls to see what is included in the semi-annual fee. Motion made by Franzoi, seconded by Halverson to authorize payment of the August 2019 list of bills from the 2019 budget and endowment fund. Motion carried unanimously.

**Unfinished Business**

**Committee Reports**

- **Marketing & Resource Development Committee**  
The committee approved having Graphic Artist Aubrey Rager put together a trifold resource and development brochure at a cost of no more than \$1,000 for her services and 100 copies. This brochure will help when applying for grants and provide information to influential people to grow the endowment to help supplement the city budget and fund other programs/services. Lenz has applied for a grant with the Community Foundation for the Fox Valley Region, Inc. for a part-time Outreach Coordinator. The committee is starting to think about our 125<sup>th</sup> anniversary in 2022.
- **Building & Grounds Committee**  
The committee is recommending the approval of the following 2020 capital projects: flooring south of the concourse, chiller expansion tank, building automated controls upgrade, upgrade the self-check machines, heating pump VFDs, LED conversion and architectural consultant totaling \$109,500. The Strategic Plan states to develop a comprehensive facility plan by 2021. The consultant would help identify areas that need improvement and updating. Input would also be obtained by staff, other libraries and research as to what would a library of the future look like. Motion made by Schwerbel, seconded by Franzoi to approve the 2020 capital improvement budget as recommended by the Building & Grounds Committee. Motion carried unanimously.
- **The Finance & Investments Committee**  
Michelle Lippart Hardwick, Director of Gift Planning at the Community Foundation came to the August 19 committee meeting and discussed how to grow our endowment and support programming through grants. She recommended attending the workshops the Community Foundation has available. The committee is recommending an 4.8% increase in the libraries operating budget which would total \$1,726,238. We do not have a final number for the health insurance, so that number will change accordingly. Motion made by Franzoi, seconded by Halverson to approve the 2020 operating budget as recommended by the Finance & Investments Committee. Motion carried unanimously.

Motion made by Franzoi, seconded by Turner to transfer funds 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 donor:

- 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

and allocate \$5,000 to children's programming and \$1,592.12 to the General Fund from the Endowment Pool Fund disbursement from the Community Foundation which was deposited into the General Fund checking account. Motion carried unanimously.

Joe Franzoi left the meeting at 5:33pm.

### **New Business**

1. July Statistics.

Circulation of physical materials is down from last year while borrowing of digital materials increases. Meeting room use is up while attendance at library programs is about the same as last year.

2. 2019 Budget Status.

Trustees reviewed a budget status report.

3. Staff Reports.

- 577 children joined the Summer Reading Program, plus 100 from the Boys and Girls Club and summer school classes, for a total of 677.
- We had 127 teens and 144 adults register for the Summer Reading Program, a slight increase over last year.
- We are looking for a new teen representative for this board. Lenz contacted Chris Hall from St. Mary's Catholic High School for a recommendation. Halverson may also know of someone.
- MJSD installed new Blue Jay Chromebooks at the library.
- The status of the 2019-2023 Strategic Plan was included in the Director's Report.

### **Adjournment**

Motion to adjourn made at 5:55pm by Halverson, seconded by Schwerbel. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary