

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

Elisha D. Smith Public Library  
All participants online.  
September 22, 2020

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

**Present:** Chairman Golz, Vice Chair Halverson, Secretary Lane, Trustee Schwerbel, Superintendent of Schools VanderHeyden, and Teen Rep White

**Absent:** Trustee Englebert, Trustee Franzoi, Trustee Turner, and Trustee Witt.

**Also Present:** Director Lenz, Adult Services Supervisor, and Business Manager Dreyer

**Public Comment/Communication**

None

**Consent Business**

Motion made by Halverson, seconded by Schwerbel to approve the Library Board of Trustee meeting minutes from August 25, 2020 and accept the Finance & Investments Committee meeting minutes from September 14, 2020. Motion carried unanimously.

**Authorization of Bills**

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

**Old Business**

Facility Plan

We have not yet heard about whether we received the IMLS CARE's grant. However, we did hear that they received more applications than expected.

**New Business**

August Statistics

The use of digital materials is up 14.6% this year. Website visits are up 4.7% so far this year. 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.

2021 Budget

The Finance & Investments Committee approved a draft of the budget. We do not have the projections for wages, salaries and benefits or the estimates from Public Works. The budget includes specified staffing changes, funds for staff development, and funds for the facility plan. The capital improvement budget includes funding for the building automated control upgrade and the architectural rendering. Motion made by Halverson, seconded by Lane to approve the 2021 budget as presented. Motion carried unanimously.

Strategic Plan Update

Trustees reviewed an update to the strategic plan.

Staff Reports

- The Fox Cities Book Festival / Fox Cities Reads will be held October 11-18, 2020. This event will be hosted on Zoom.
- Half of the book drop will be used as a ballot drop off box for the City of Menasha for the fall election.
- The fall Wisconsin Library Association conference has been canceled.

- With the cold weather arriving, the drive-up service may be moving into the library with people waiting in the lobby to be served.
- There are 15-20 people that come into the library each day for services.
- Among Wisconsin Public Libraries: 7 remain closed completely, 68 are only offering curbside service, 153 have limited access, 160 have limited access with some browsing, and 8 are fully open. Our library has limited access but is open all regular hours, which is not the case for most others.

**Adjournment**

Motion to adjourn made at 4:54pm by Halverson, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary