

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

Elisha D. Smith Public Library
Gegan Board Room
September 24, 2019

Called to order at 4:32pm by Chairman Englebert

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

Excused: Ad Hoc Trustee Hermans, Trustee Turner and Trustee Witt

Also Present: Harley Jarvis, Jacquelyn White, Director Lenz, Support Services Supervisor Brandt and Business Manager Dreyer

Public Comment/Communication

Jarvis would like the library to add M-rated games to its new video game collection. He would also like a bulletin board for people who want to sell items, promote personal events, etc.

Consent Business

Motion made by Golz, seconded by VanderHeyden to approve the Library Board meeting minutes from August 27, 2019 and accept the minutes of the Building and Grounds Committee from September 10, 2019. Motion carried unanimously.

Authorization of Bills

Trustees would like Park/Street Superintendent Thad Brown and City Attorney Pam Captain to review the contract with Automated Comfort Controls (ACC) to determine if the current invoices are part of that maintenance contract. They would also like a copy of the current contract. Motion made by Golz, seconded by Halverson to authorize payment of the September 2019 list of bills with the exception of the invoices from ACC, pending contract review. Motion carries unanimously.

Unfinished Business

- Trustee Halverson and Director Lenz recommended the appointment of MHS Junior Jacquelyn White to the board as its 2019-2020 teen representative. Motion made by Franzoi, seconded by Schwerbel to appoint her. Motion carried unanimously.
- Building and Grounds Committee Report
 - Lenz will reach out to Public Works Director Alix regarding the ACC contract.
 - Schwerbel reached out to the directors of the Appleton and Neenah Public Libraries for information on architects that are familiar with designing libraries.
 - Franzoi's office tried to contact the Aspen Institute without success.
 - The committee is considering touring the Madison Public Library.
 - Word is that the parking lot resurfacing may be done by October 14.
 - The city received an insurance claim check for the compressor that failed, freeing up funding for other projects. Motion made by Franzoi, seconded by Golz to ask the city to redirect the library's 2019 capital funding appropriation to purchase LED lights for the parking lot, complete a mother's room on the mezzanine floor, and get an estimate for durable flooring for around and behind the circulation desk, the workroom area, and the children's room hallway. Motion carried unanimously.

New Business

1. August Statistics.

Circulation is very close to last years. August library programs had an average attendance of 60 people.

2. 2019 Budget Status.

Trustees reviewed a budget status report. With the re-upholstery project done, there is about \$3,600 remaining in line item 30-19 to refinish some of the wood chairs throughout the library and purchase stacking chairs for the Company E Room.

3. WALS Technology Account.

- Hotspot funding for the coming year was discussed.
- Adult Services Supervisor Bongers is preparing a proposal to purchase of laptops to hold computer classes and use for library programs such as the monthly genealogy program.

4. Staff Reports.

- The Friends of the Menasha Public Library netted \$3,795.31 in their fall used book sale.
- Librarian Ana Maria Acosta attended Latino Fest in Pierce Park on September 7 to promote the library. She was also featured on Channel 5 on September 23 in a story on the Menasha School District serving Latinx children in our community.
- Acosta and Librarian Liz Tubman will hold bilingual story times again in October.
- Tubman and Librarian Cassie Payne were on Channel 5's morning show in Smith Park in August promoting summer programs.
- Children's staff members are collaborating with MJSD teacher Sharon Allen to bring her at-risk students to the library on Tuesdays and Thursdays.
- The children's fall reading program has begun; 100 children are signed up.
- Librarian Kirk Moore-Nokes visited Maplewood Middle School to promote the library. He also hosted library tours for 6th, 7th and 8th graders from St. Mary Catholic School this month.
- Bongers presented a program to the Wednesday Review Women's Club at Butte Des Morts Country Club this month. He also brought the book bike to the Jefferson Neighborhood picnic.
- The Fox Cities Book Festival will be held October 7-13. Author visits will be here at the library on Friday, October 11, and Saturday, October 12.
- The library held a staff in-service on September 20:
 - Mayor Merkes presented project developments around Menasha,
 - Betsy Rozelle, Vice President of Programming at Northeast WI Association of Talent Development (NEW ATD), conducted a workshop on building affinity among staff members and members of our community, and
 - Helen Kobussen, Director of Prevention Education & Community Outreach at the Fox Cities Sexual Assault Crisis Center, discussed signs of sexual abuse in children and how to react if that crime is suspected.
- The city has formed a Menasha Addiction Assistance Program (MCAAP) to provide free addiction recovery services and follow-up to those who seek help. The library is involved as a possible point of outreach to such members of our community. All staff have received training; some staff members have volunteered for more extensive training.
- Staff members recently participated in citywide active shooter training.
- The Integrated Library Automation System merger under consideration between OWLSnet and Winnefox is not going to happen, although the door has been left open to possibly explore it in the future.
- Trustees are invited to attend the annual Wisconsin Library Association convention at the Kalahari Resort in Wisconsin Dells on October 9, 10 and until noon on October 11. Dreyer will register any trustees interested in attending.

Adjournment

Motion to adjourn made at 5:25pm by Franzoi, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary