

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

Elisha D. Smith Public Library

All participants online.

October 27, 2020

**Called to order** at 4:32pm by Chairman Golz

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

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

**Moment of Silence**

There was a moment of silence for Trustee and past Board Chairman James Englebert who passed away on October 16, 2020.

**Public Comment/Communication**

During the past few months, the library has received numerous phone calls, notes and comments from patrons using the curbside pickup service thanking us for the services that we are providing.

**Consent Business**

Motion made by Witt, seconded by Lane to approve the Library Board of Trustee meeting minutes from September 22, 2020. Motion carried unanimously.

**Authorization of Bills**

Motion made by VanderHeyden, seconded by Franzoi to authorize payment of the October 2020 list of bills from the 2020 budget and endowment fund. Motion carried unanimously.

**Old Business**

Facility Plan

The Building and Grounds Committee will meet to determine next steps of the facility plan since we did not receive the IMLS CARE's grant.

**New Business**

September Statistics

August and September electronic circulation (Overdrive) statistics are higher than reported. Some checkouts were incorrectly attributed to Winnefox. They are working on fixing the error, and we should have it corrected for November's meeting. Due to COVID-19, the library continues to provide curbside materials pick-up, virtual programming, home delivery, and other limited library services.

2020 Budget Status

Trustees reviewed the 2020 budget status. According to 2020 projections, we should have excess funds to designate for 2021 retirements and the facility plan.

2021 Budget

The Mayor's budget has been published and distributed. Modifications that he made to the library's request before distributing it to aldermen include the removal of capital funds for a facility plan/architectural renovation rendering and a transfer of funds from the operating budget line for library materials to a line for engineering. Trustees would like to meet with him to discuss these changes prior to next Thursday's budget hearing. Schwerbel will contact him.

(Franzoi left the meeting at 5:07pm)

### YTD WALs Technology Fund and Endowment Fund Reports

Trustees reviewed the year-to-date WALs Technology Fund and Endowment Fund reports.

### Library Service Levels 2020

Trustees reviewed a list of library service levels to offer in coordination with local COVID-19 infection rates. Trustees supported the list and gave Lenz the freedom to respond to changes in those rates and our ability to deliver services safely.

(Lane left the meeting at 5:18pm.)

### Staff Reports

- During September, we had 466 patrons use our in-library services. As of October 5, we transitioned to providing service via phone, email, and curbside. Adult Services staff are continuously finding ways to provide service in a safe way.
- Curbside service continues to be very active - filling 175-650 holds each day.
- We order and process about 1,000 new items per month.
- In October, virtual programs included a presentation on trustworthy news, the Fox Cities Book Festival (including Fox Cities Reads), an accompanying Beanstack Reading Challenge, a pumpkin carving class, a presentation from a genealogist, mindfulness classes, healthy cooking classes, and two book club discussions.
- We have 85 children enrolled in the Mo Williams Fall Reading Club through Beanstack and the children's department continues to provide virtual story times. Rondini performed a Halloween program live on Facebook from the Company E Room.
- Lenz provided a status of Wisconsin Public Libraries by Library System. Currently, the Fox Cities libraries are all doing curbside service only.

### **Adjournment**

Motion to adjourn made at 5:24pm by Halverson, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary