

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

Elisha D. Smith Public Library

All participants online.

November 24, 2020

Called to order at 4:30pm by Chairman Golz

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

Absent: Trustee Turner

Also Present: Director Lenz, Children's Services Supervisor Beson, Support Services Supervisor Brandt, Adult Services Supervisor Raschke, Outreach Specialist Flores and Business Manager Dreyer

Public Comment/Communication

Lenz submitted her letter of retirement effective February 15, 2021. Golz has appointed a Search Committee.

Consent Business

A motion was made by Franzoi, seconded by VanderHeyden to approve the Library Board of Trustee meeting minutes from November 10, 2020 and accept the Building and Grounds Committee meeting minutes of November 3, 2020 and the notes of the Ad Hoc 125th Anniversary Committee meeting of November 10, 2020. Motion carried unanimously.

Authorization of Bills

A motion was made by Franzoi, seconded by Schwerbel to authorize payment of the November 2020 list of bills from the 2020 budget and endowment fund. The bill from Unique Management is to help with materials recovery. Motion carried unanimously.

Old Business

Facility Plan

The Building and Grounds Committee will meet prior to next month's board meeting to determine next steps of the facility plan process.

New Business

125th Library Anniversary Celebration

The goals of the 125th Anniversary Committee are to celebrate the library's anniversary and to increase awareness of what the library has to offer. The committee will need funds for advertising and programming. Franzoi's daughter may be able to help with a logo. A motion was made by Schwerbel, seconded by Franzoi to approve a preliminary budget of \$2,000 for this effort, and if more funds are needed, the board will review on a case by case basis. Motion carried unanimously.

October Statistics

Digital circulation was up 24.7% in October. Adult library programs and teen outreach programs included virtual Fox Cities Reads and Fox Cities Book Festival events.

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. Capital improvement funds cannot be carried over. Motion made by Halverson, seconded by VanderHeyden that any unused funds from the 2020 budget be used for 2021 retirements, the facility plan and the 125th Anniversary. Motion carried unanimously.

(Brandt left the meeting at 4:50pm.)

2021 Budget

The 2021 budget request was passed by the Menasha Common Council as presented by the Mayor.

(Beson left the meeting at 5:00pm.)

Staff Reports

- Victor Flores, Outreach Specialist, described what he is doing during COVID-19 including social media, training, networking, researching, writing, and marketing a newsletter, library duties, and physical outreach. Currently he has 164 followers on the library's Spanish Facebook page. Motion made by Franzoi, seconded by Schwerbel to allocate \$500 per quarter as a test budget to expand readership and followers on social media. Motion carried unanimously.
- Eighty-five children participated in the Children's Department's Mo Willems Fall Reading Program.

(Lane left the meeting at 5:15pm).

- The University of Wisconsin – Madison's Center for East Asian Studies (CEAS) awarded the library a grant of \$1,000 as part of the new East Asia in Wisconsin Library Program. The grant will be used to purchase books and films about China, Japan, Korea, Taiwan, and Hong Kong.
- A motion was made by Franzoi, seconded by Halverson to approve a 2% Cost of Living Adjustment (COLA) for library staff in 2021. Motion carried unanimously.

Adjournment

Motion to adjourn made at 5:32pm by Franzoi, seconded by Schwerbel. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary