

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

Elisha D. Smith Public Library
Gegan Board Room
November 26, 2019

Called to order at 4:32pm by Chair Englebert

Present: Chairman Englebert, Trustee Franzoi, Secretary Halverson, Trustee Lane, Trustee Schwerbel, Trustee Witt, and Teen Rep. Jacquelyn White

Excused: Vice Chairman Golz, Superintendent of Schools VanderHeyden, Trustee Turner and Ad Hoc Trustee Hermans

Also Present: Director Lenz, Adult Services Supervisor Bongers, 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 October 22, 2019 and accept the minutes of the Building & Grounds Committee from November 12, 2019 and November 15, 2019. Motion carried unanimously.

Authorization of Bills

Motion made by Franzoi, seconded by Schwerbel to authorize payment of the November list of bills from the 2019 budget and endowment fund. The invoice from Northeast Asphalt, Inc. for the parking lot is for payment in full. Motion carried unanimously.

Unfinished Business

- Materials Selection Policy/Video Game Selection
At our last meeting, we discussed the library's new video game collection and a request from the public to purchase video games with an M rating. Motion made by Franzoi, seconded by Halverson, to modify the library's Materials Selection Policy to prohibit the purchase of video games with an M rating. Motion carried unanimously. This was the second review of this policy, in consecutive meetings; the policy will be amended. We will continue to lend and develop this collection.
- Committee Report: Building & Grounds Committee
This committee has been working on the Strategic Plan's provision to "develop a comprehensive facilities usage plan by 2021". The committee has so far met with representatives of two architectural firms -- OPN Architects and Engberg Anderson Architects -- to get an idea of the services they provide and library designs they have done. Margaret Sullivan of Margaret Sullivan Studio in Manhattan, the third firm they have invited for a visit, will be here from December 8 to December 10 on a fact-finding mission. The committee hopes to have her conclusions by the January or February board meeting.

New Business

- Policies and Personnel Committee Report.
The committee met and approved changes to the library's comp time policy, mirroring the city's policy. These changes will be voted upon at the December meeting and, with approval, will go into effect January 1, 2020.
- 2019 Budget Status.
Trustees reviewed the budget status report. The flooring around the circulation desk, workroom, and entrance to the children's area will be replaced in December.
- 2020 Budget Status.
The Common Council passed the 2020 budget as presented. They also approved a 3% cost of living adjustment for non-presented city employees other than those who work at the library. Only

the library board may approve COLAs for library employees. Motion made by Franzoi, seconded by Witt to approve the 3% COLA for library employees. Motion carried unanimously.

- Surcharge for Lost Materials.

There is a growing trend among libraries nationally and statewide to eliminate library fines. For now, Lenz is proposing that the library eliminate the \$15 processing fee that we charge on lost materials. Motion made by Franzoi, seconded by Schwerbel to eliminate the \$15 processing fee and do what is best as far as eliminating library fines. Motion carried unanimously.

- Determine Date of December Meeting.

Lenz will conduct a Doodle poll to find a date for the December board meeting.

- Staff Reports.

- October Statistics – Circulation was up slightly from the same month last year but checkouts for the entire year are down 4%. Program attendance is up 13% from last year.
- Adult Services Supervisor Joe Bongers prepared a report from his trip to Washington, D.C. for the American Library Association conference.
- The library received a grant from the Community Foundation for the Fox Valley Region, Inc. for an Outreach Coordinator. Human Resources has been given the job description to post. Trustees would like him/her to attend a Board of Trustees meeting the month after being hired.
- The Mother's Room is progressing.
- We had several incidents with a juvenile who is banned from the library right now.

Adjournment

Motion to adjourn made at 5:53pm by Lane, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary