

## ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES

Elisha D. Smith Public Library

Gegan Board Room

November 28, 2018

**Called to order** at 4:02pm by Chairman Englebert

Present: Chairman Englebert, Vice Chairman Golz, Secretary Halverson, Trustee Lane, Trustee Schwerbel, Trustee Turner, and Trustee Witt (joined the meeting at 4:04pm)

Absent: Trustee Franzoi, Ad Hoc Trustee Hermans, Superintendent of Schools VanderHeyden, and Teen Representative Genz

Also Present: Director Lenz and Business Manager Dreyer

### **Public Comment/Communication**

None

### **Consent Business**

Motion made by Halverson, seconded by Golz to approve the Library Board meeting minutes from October 24, 2018. Motion carried unanimously.

### **Authorization of Bills**

The invoice from MEI Total Elevator Solutions was to repair the freight elevator. Motion made by Golz, seconded by Lane to authorize payment of the November 2018 bills from the 2018 budget, endowment, and WALIS fund. Motion carried unanimously.

### **Unfinished Business**

On Monday, November 19, the Common Council approved the city's 2019 budget with no changes to the operating expenses and capital improvement budget request the board approved in September. There were changes to the health insurance coverage for eligible employees that opt into the plan. A statement of the changes was distributed. The Council also approved a 2.25% cost of living adjustment for non-represented city employees excluding library employees. Motion made by Schwerbel, seconded by Witt to approve a 2.25% cost of living adjustment for library employees. Motion carried unanimously.

### **New Business**

#### 1. October Statistics.

Overall circulation is down 3.1% for the year while digital materials continues to climb (31.6%). Meeting room use is up 14%, reference questions are up 14%, and program attendance is down 6.6%.

#### 2. 2018 Budget Status.

The budget status as of November 13, 2018 was reviewed. It includes what was spent last year at this time, what was spend at the end of last year for each line item, a projected total for the end of this year and the difference between budgeted and projected. A sprinkler head needed to be moved during construction of the new study room, and both study rooms will have new carpet installed in January. Cell phone boosters will be installed in the library lower level. Deputy Director Alix is working with Kone on the remaining invoices for elevator repairs from the beginning of the year.

#### 3. Committee / Staff Reports.

- The Children's Department's Fall Reading Club report was distributed.
- The Ad Hoc Strategic Planning Committee met prior to this meeting. There were 45 participants at the Community Input Sessions. They will be seeking additional information from families with kids, teachers, and millennials. They will be meeting again in December, after the board meeting. Reminder that the SWOT Analysis with all trustees will be held on Monday, January 7, from 4:00 to 6:00pm and the GAP Analysis on Wednesday, February 13, from 4:00 to 6:00pm.
- Adult Services Supervisor Bongers, Chairman Englebert and Director Lenz attended the Wisconsin Library Association convention in La Crosse last month.
- A video game collection was proposed, which would include games with an ESRB rating of T for Teen or less and no first-person shooter games. We will seek the advice of other libraries as to the platforms. Motion made by Turner, seconded by Schwerbel to approve starting a new video game collection. Motion carried unanimously.

- We received another installment of a grant from Faith Technologies which we would like to use to contract with tutor.com. This service is for anyone from kindergarten age through adult and can be used for those struggling with homework, study for the GED, SAT and ACT, help with Spanish and review papers, resumes and cover letters. The website also has practice tests. A Menasha library card is required to use this service.
- November's Food for Fines generated many boxes of food for the Double Portions Soup Kitchen. The fines waived during that drive totaled \$1,114.22
- Matt Tessmer was hired to replace a casual time Library Assistant.
- Elizabeth Eisen agreed to represent Menasha on the Winnefox Board of Trustees.
- A committee to merge OWLSnet and WALs is working on a possible governance structure. The committee recommended that Winnefox libraries remove local holds as an experiment. OWLS libraries do not have local holds. We are encouraging patrons to place holds and sign up for the Favorite Author Club.
- We will add a discussion about the compressor to next month's meeting agenda.
- Building updates:
  - A new study room has been added. For booking purposes, we'd like to name the two rooms and propose calling them the Winnebago Room and the Butte Des Morts Room. Motion made by Schwerbel, seconded by Witt to approve the names of the study rooms. Motion carries unanimously.
  - Gallery lights have been installed above the art wall.
  - The security cameras have been updated.
  - Floor re-arrangement: The alcove on the left as you enter the main concourse will be used for Menasha and Wisconsin history archives with a permanent local history display. Spanish fiction and nonfiction will move to the start of the fiction area, where seating is available in the Fireside Room. Large prints will be moving to the start of nonfiction.

#### **Action Items**

Our December Board of Trustees meeting will be moved to Wednesday, December 19, at 1:15pm with the Ad Hoc Strategic Planning Committee meeting immediately following.

#### **Adjournment**

Motion to adjourn made at 5:09pm by Franzoi, seconded by Halverson. Motion carried unanimously.

Respectfully submitted by Kathy Dreyer, recording Secretary