

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

Elisha D. Smith Public Library
All participants online.
December 22, 2020

Called to order at 4:29pm 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, Adult Services Supervisor Raschke and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

A motion was made by Franzoi, seconded by VanderHeyden to approve the Library Board of Trustee meeting minutes from November 24, 2020 and accept the Ad Hoc 125th Anniversary Committee meeting of November 18, 2020 and December 9, 2020, the Director Search Committee minutes of December 4, 2020 and the minutes of the Policies and Personnel Committee of December 11, 2020. Motion carried unanimously.

Authorization of Bills

A motion was made by Franzoi, seconded by Witt to authorize payment of the December 2020 list of bills from the 2020 budget and endowment fund. As of January 1, we will no longer be paying ServiceMaster since we will have a part-time custodian. Motion carried unanimously.

Staff Reports

November Statistics

Dreyer will email out the corrected statistics for November.

2020 Budget Status

We are unable to get the budget status from the City since their server is down due to a virus.

Unique Management

Trustees reviewed Unique Management recovery statistics from June 2019 – November 2020. The return on investment was \$6:1.

Library Report

Trustees reviewed the Children's Department End of Year Report.

Committee Reports

125th Anniversary Committee

The committee is preparing a news release for the board to review. Liz Franzoi designed some logo options which the committee is reviewing. Some of the events that the committee is working on include:

- January 14, 2021 – Virtual concert with musicians who have performed at the library over the years. Each presenter recorded one song to post on Facebook. The Mayor will be making a proclamation.
- February – A virtual Facebook concert is being planned for Love Your Library month. The goal will be to increase library card usage and the number of library card holders.
- March – A virtual birthday party celebrating Elisha D. Smith's birthday.
- April – Celebrate first board meeting.
- August – They hope to have an outdoor event with possibly a library walk down to Mill Street and an outdoor celebration.
- November/December – A look into the future with a fundraising component.

Building & Grounds Committee

The committee was unable to meet in December but plans to meet in January to bring a recommendation to the January Board of Trustees meeting.

Library Director Search Committee

The committee worked on the director's job description, ad and hiring timeline. The next meeting is scheduled for January 13.

Personnel & Policies Committee

The committee decided not to conduct a formal job review since Lenz is retiring. They discussed the annual step/merit increases for staff and the need for the board to develop a salary range and vacation schedule for the new director.

Adjourn into Closed Session: Motion made by Franzoi, seconded by Halverson to adjourn into closed session pursuant to §19.85(1)(c), Wis. Stats., Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Director's annual performance review, 2021 library staff members' salary steps and merit increases, guidance on director's salary range and benefits, relocation expenses.

Roll call vote: all board members voted in favor, none opposed. The meeting adjourned into closed session at 4:58pm.

Adjourn into Open Session: Motion made by Turner to adjourn into open session, seconded by Witt. Roll call vote: all board members voted in favor, none opposed. The meeting adjourned into open session at 5:22pm.

Motion made by Turner, seconded by Witt to approve the merit and step increases for 2021 as recommended by the Policies & Personnel Committee and to give Lenz a 2.5% pay increase. Motion carried unanimously.

Adjournment

Motion to adjourn made at 5:28pm by Turner, seconded by Witt. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer and Jill Halverson, Recording Secretary's