

## ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES

Elisha D. Smith Public Library

Gegan Board Room

October 24, 2018

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

Present: Chairman Englebert, Trustee Franzoi, Secretary Halverson, Trustee Lane, Trustee Schwerbel, and Superintendent of Schools VanderHeyden

Absent: Vice Chairman Golz, Ad Hoc Trustee Hermans, Trustee Turner, Trustee Witt and Teen Representative Genz

Also Present: Director Lenz and Business Manager Dreyer

### **Public Comment/Communication:**

None

### **Consent Business**

Motion made by Franzoi, seconded by VanderHeyden to approve the Library Board meeting minutes from September 26, 2018, accept the Finance & Investments Committee minutes of September 26, 2018 and accept the ad hoc Strategic Planning Committee minutes of October 8, 2018. Motion carried unanimously.

### **Authorization of Bills**

The invoice from Kone is only part of the amount billed for the elevator. Deputy Director Alix is still working with Kone on the remaining invoices for elevator repairs from the beginning of the year. Motion made by Schwerbel, seconded by Halverson, to authorize payment of the October 2018 bills from the 2018 budget, endowment and WALs fund. Motion carried unanimously.

### **Unfinished Business**

The mayor received the library's 2019 budget request and made no changes. The city slightly modified line 100-0601-551.29-07 (City's Tech Service) from the budget approved last month to match the library's portion of that department's budget request. In 2024, the library's annual disbursement from Winnebago County will no longer include amortized reimbursements for facilities improvements made during the library's 2003-2004 renovation.

### **New Business**

#### 1. September Statistics.

Overall circulation is down 2.5% for the year while digital materials continues to climb (32.3%).

Community use of the meeting rooms and reference assistance is up significantly over last year. Door count for the month was up 6.8% over last September. Program attendance is down. New card applications were recently added to the statistics report, so comparison to previous statistics are skewed.

#### 2. 2018 Budget Status.

As of October 15, 79.7% of the year has passed and 77.8% of the library's budget is spent. Schwerbel will contact Deputy Director Alix about having Carrier inspect the chiller before the end of the year.

#### 3. Committee / Staff Reports.

- Marketing and Resource Development Committee Chair Halverson has decided to concentrate on the Strategic Planning process. The committee will resume meeting in a few months.
- The Ad Hoc Strategic Planning Committee will be conducting Community Input Sessions at the Senior Center on November 9 at noon, the Boys and Girls Club on November 8 at 3:45pm and the library on November 7 at 6:00pm and November 12 at 2:00pm. Trustees and supervisors are invited to attend and should feel free to follow up with input. Trustees and supervisors will be meeting on January 7 at 4:00pm to conduct the SWOT Analysis and on February 13 at 4:00pm to conduct the GAP Analysis/Preliminary Plan Development.
- Englebert, Lenz, Librarian Ana Acosta and Associate Librarian Tubman will be going to the Madison Public Library on December 12 to meet the Outreach Coordinator to hear how they reach out to their community.
- The library staff/volunteer/trustee holiday luncheon will be on December 19 from 11:30am to 1:00pm.

- Library Assistant Kim Irvin has accepted a full-time position elsewhere; her last day was October 21. We are currently advertising for this position.
  - More than 500 people attended Fox Cities Book Festival events held at the library from October 8 to October 13.
  - Food for Fines will be held November 3 through November 11. The food will be donated to Double Portions Soup Kitchen in Menasha.
  - The Fox Cities Reads book will be announced in November.
4. Quarterly Endowment Report.  
The endowment report was reviewed.

**Action Items**

None

**Adjournment**

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

Respectfully submitted by Kathy Dreyer, recording Secretary