

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
January 28, 2024

Called to order at 4:01pm by Chair Halverson

Present: Chair Halverson, Vice Chair Witt, Secretary Stojanovic, Trustee Golz, Trustee Lane, Trustee Englebert, Trustee Turner, Superintendent of Schools Zimmerman (4:50pm) and teen representative Lance

Absent: Trustee Franzoi

Also Present: Director Kopetsky, Business Manager Kozerski and Programming Services Manager Moore-Nokes

Public Comment/Communication

None

Consent Business

A motion was made by Turner, seconded by Englebert to approve the Library Board of Trustees meeting minutes from December 17, 2024 amended to reflect the official name of the University of Wisconsin-Oshkosh, Fox Cities. Motion carried unanimously.

Authorization of Bills

A motion was made by Golz, seconded by Turner to authorize payment of the December 2024 bills from the 2024 budget and the January 2025 bills from the 2025 budget and endowment account. Motion carried unanimously.

Updates

Renovation Process Update

- The final phase of reopening preparation is going well. The elevator is being finalized and will need to pass inspection. The construction fence has been taken down and the construction trailer removed.
- The official reopening date will be Saturday, February 8, 2025. It will include a ribbon cutting ceremony at noon. Discussion ensued.
- Staff is finishing up the remaining collection movement as well as installing electronics and public computers. Discussion ensued.
- Director Kopetsky has done several interviews with media outlets in preparation for reopening, both print and television. Media will also be invited to the February 8th reopening.

Friends Update

- The January 8th meeting of the Friends included a sneak peek tour of the renovated library. The next meeting will be Wednesday, March 19th
- A push for 2025 renewals was sent out.
- The Friends group is also seeking board members.

New Business

Director's Report

- A new staff librarian will be starting on Monday, February 10th.
- Library and Winnefox system staff are working together to finalize the library's new website. There is no official launch date, but it is expected soon.
- Director Kopetsky led an all-staff meeting on Thursday, January 23rd.

- Discussion on planned consistency in branding and naming ensued.

December Statistics

- December statistics reflect being open only half of the month. Overall, year-to-date numbers make sense relative to the amount of time we were closed during the year. Discussion ensued.

2024 Budget Status

- Director Kopetsky is expecting to come under budget for 2024 and hopes to carry over some or all.

Library Policies

- A motion was made by Golz, seconded by Lane to approve the changes to the library's Facilities Policy. Motion carried unanimously.
- A motion was made by Witt, seconded by Zimmerman to approve the changes to the library's Patron Code of Conduct policy. Motion carried unanimously.

Staff Reports

- Moore-Nokes shared that programming staff have been assisting in collection unpacking and shelving as well as readying staff work areas in preparation for reopening.
- Kozerski reported for Raschke that collection movement and shelving has gone quicker than expected. A new Biography collection will be parsed from the larger nonfiction collection and will progress over the next several weeks.

The next regular meeting will be Tuesday, February 25, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 5:05pm.

Respectfully submitted,
Eva Kozerski