

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**November 25, 2025**

**Called to order** at 4:02pm by Chair Witt

**Present:** Chair Witt, Vice Chair Halverson (4:05pm), Secretary Stojanovic, Trustee Lane, Trustee Englebert, Trustee Wickman, Superintendent of Schools Zimmerman, Teen Representative Lance

**Absent:** Trustee Franzoi, Trustee Turner

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

**Public Comment/Communication**

None.

**Consent Business**

A motion was made by Zimmerman, seconded by Stojanovic to approve the Library Board of Trustees meeting minutes from October 28, 2025. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Lane, seconded by Wickman to authorize payment of the November 2025 bills from the 2025 budget and endowment accounts. Motion carried unanimously.

**Updates**

Staff Reports

- Moore-Nokes shared that staff have begun planning for 2026 programming. Programming staff have also been helping in the strategic planning process with community connections and interviews.
- Teen Representative Lance shared that the Teen Volunteer Council made seed bags and labels for the seed library that is starting soon. On Tuesday, December 2nd, the group will be decorating a tree for the Light the Night event in downtown Menasha. Andy Warhol-style paintings from the November Time Machine Tuesday program are on display in the Teen area.

Friends Update

- Trustee Lane reported that the Friends have finalized and filed their 2024 tax return. The audit is in process. The holiday vendor market fundraiser will be held this Sunday, November 30 and will include a used book sale with Friends members receiving special early access from 11-noon.

**New Business**

2025 Library Strategic Plan Process

- Director Kopetsky and the management team met with WiLS to tailor the community engagement survey to the library. The launch date is Monday, December 1st and will run for the entirety of December. The survey will be available both electronically and as a hard copy.
- There will be two Community Conversation sessions as well as in-person interviews that will be conducted by library staff and WiLs. In addition, there will be a stakeholder survey specifically tailored for individuals such as board members.
- In late January, WiLs will be presenting their data findings from the above.
- As part of the process, library staff and WiLs will have an in-service the morning of Tuesday, December 2<sup>nd</sup>.

### Director's Report

- Director Kopetsky commented that community partnerships have been flourishing this year, most likely a side benefit of the renovation. He spoke specifically to partnerships between the library and the city's health department and Parks and Recreation departments. Discussion ensued.
- Director Kopetsky presented his budget at the November 12th budget hearing.
- The city council will be voting on the 2026 budget on Monday, December 1st. The library board will vote to accept the final budget at the December meeting. Discussion ensued.

### October Statistics

- Programming statistics continue to be strong.
- Door count numbers for October show a 60% increase compared to the same month in 2023. Unfortunately, this increase does not correlate to an increase in circulation. Discussion ensued.

### 2025 Budget Status

- Kopetsky reported that some expense lines are still outpacing the year, such as cleaning supplies and utilities.
- The overall budget is on track.

### 2026 Board Meeting Times

- Discussion ensued.
- A motion was made by Wickman, seconded by Lane to alter the meeting start time to 5:30pm from January-April 2026. Motion carried unanimously.

The next regular meeting will be Tuesday, December 16, 2025 at 4:00pm.

### **Adjournment**

Meeting adjourned at 4:47pm.

Respectfully submitted,  
Eva Kozerski