

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Elisha D. Smith Conference Room
April 22, 2025

Called to order at 4:02pm by Chair Halverson

Present: Chair Halverson, Vice Chair Witt, Trustee Golz, Trustee Lane, Trustee Englebert, Trustee Turner, Superintendent of Schools Zimmerman

Absent: Trustee Franzoi, Secretary Stojanovic, Teen Representative Lance

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

Public Comment/Communication

None

Consent Business

A motion was made by Witt, seconded by Englebert to approve the Library Board of Trustees meeting minutes from March 25, 2025. Motion carried unanimously.

Authorization of Bills

A motion was made by Golz, seconded by Zimmerman to authorize payment of the April 2025 bills from the 2025 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Renovation Process Update

- Director Kopetsky and Business Manager Kozerski attended a meeting regarding wrapping up the funding and financial portion of the project. Discussion ensued.
- A secondary acknowledgement and thank-you letter combination was sent to donors in Mid-April.
- One-time pledges have been followed-up on and have been coming in.
- Schmalz began landscaping work this week. Originally sod, the grounds will instead be seeded for grass growth around the library. Four years of landscaping maintenance has been committed as part of the project funding.
- The chiller will be filled with glycol and turned on early next month.

Friends Update

- The next meeting will be Tuesday, June 3 at 5pm.
- Because of the level of donations in the 2024 fiscal year, the Friends will need to have a professional audit. Director Kopestsky has reached out to several organizations that can assist with this.

New Business

Director's Report

- Visitor counting is more accurate with our newly replaced sensor.
- The city council has voted to carryover \$20,000 of library funding into 2025.
- Preliminary numbers for 2026 county funding have been released and should be finalized soon.
- Director Kopetsky presented the first draft of an outline for a community literacy initiative. Board members will review the draft and provide feedback next meeting. Discussion ensued.

March Statistics

- March is the first month in 2025 that the library was open for the full month.

- Statistics reflect increased visits and increased use of physical resources.
- Digital circulation dipped this month.
- SMITHworks-specific statistics are now broken out to better reflect usage. Categories within are: number of badged patrons, program numbers and visitors.

2025 Budget Status

- Overall, financially the library is in good shape at this point in the year.
- One of the benefits line will be skewed for this year, due to the timeline of budget submission and employee enrollment in health insurance programs.

Review & Discussion of Committees

- Discussion ensued on: existing committees, their intended purposes and the current members of each committee.
- Discussion ensued on how to streamline library board business and procedures and what is considered a staff function versus a board function.
- Discussion ensued on board recruitment, retention and state statutes in regard to library board makeup.

Staff Reports

- Moore-Nokes shared that programming has started strong, he and staff have been happy with program attendance and public feedback. The SMITHworks badging program began this month and has been well received. The newly designed library website will go live early next month. The local history room is almost complete and should also be ready for the public in the next several weeks.
- Raschke reported that background setup is almost completed, as well as the processing of nonfiction. The Biography sub-collection project is well underway. He and staff have noted increases in both public desk interactions and the volume of circulated materials moving through the department since reopening.

The next regular meeting will be Tuesday, May 27, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 5:50pm.

Respectfully submitted,
Eva Kozerski