

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
June 24, 2025

Called to order at 4:02pm by Chair Halverson

Present: Chair Halverson, Vice Chair Witt, Secretary Stojanovic, Trustee Golz, Trustee Lane, Trustee Englebert, Trustee Turner (arrived at 4:08pm), Superintendent of Schools Zimmerman, Teen Representative Lance

Absent: Trustee Franzoi, Secretary Stojanovic

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 Golz to approve the Library Board of Trustees meeting minutes from May 27, 2025. Motion carried unanimously.

Authorization of Bills

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

Updates

Staff Reports

- Teen Representative Lance shared that Time Machine Tuesday is seeing a large attendance, and teens are enjoying the fun and excitement of the Tabletop Role-Playing program. The teen volunteer council assisted in making décor for the summer reading program.
- Raschke reported that the ongoing book sale has returned and is very popular. Newspapers and magazines have been reestablished in a new location following staff and patron feedback. More display areas are being set-up, including one for staff picks. Raschke has been busy training new casual employees and volunteers.
- Moore-Nokes shared that the summer reading program has kicked off and currently there are about 500 participants. SMITHworks is seeing more certified users during non-public hours. Library and system staff are working together to tweak the re-launched website.

Friends Update

- Trustee Lane shared that the Friends had a fundraiser with Qdoba in Neenah on Tuesday, June 10th. About \$150.00 was raised.
- The Friends will have a presence at the Menasha Farm Market on Sundays starting in mid-July. This is another fundraising and information-sharing opportunity.
- The next meeting will be a planning meeting for the above on Monday, June 30.

New Business

Director's Report

- Director Kopetsky shared that all required building and equipment inspections have been completed.
- We are still seeing lights flickering, the cause is still under investigation. We are waiting on replacement stair treads as well.

- The 2026 budget process has begun at the city level. Discussion ensued on benefits, approval process timeline and fundraising.

May Statistics

- Programming statistics are trending toward the highest yearly to date.
- Many areas of statistics will start showing a lack of utility when comparing them to last year, as the library was in its temporary location from June-December 2024 with diminished programming, visits and circulation.

2025 Budget Status

- The budget is as expected for this point in the fiscal year.
- Health insurance and Building Maintenance remain two lines to keep an eye on.

Approval of Endowment Expenditures as recommended by the Finance & Investments Committee

- A motion was made by Lane, seconded by Zimmerman to accept the recommendations from the Finance & Investments Committee. Discussion ensued.
- A motion was made by Turner, seconded by Englebert to amend the motion on the table to include only the following recommended 2024/2025 endowment disbursement allocations of: \$7,000 for programming, \$5,000 for the literary initiative and \$2,000 for library building and grounds costs. Discussion ended. Motion carried unanimously.
- A motion was made by Lane, seconded by Zimmerman to approve up to \$22,500.00 from the library's endowment account for strategic planning services provided by WILS. Discussion ensued. Motion carried unanimously.
- A motion was made by Witt, seconded by Englebert to approve the purchase of fifty (50) chairs for the Company E Room. Discussion ensued. Motion was tabled.

The next regular meeting will be Tuesday, July 22, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 5:43pm.

Respectfully submitted,
Eva Kozerski