

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

**Called to order** at 4:01pm by Chair Halverson

**Present:** Chair Halverson, Vice Chair Witt, Secretary Stojanovic, Trustee Golz, Trustee Lane, Trustee Englebert, and teen representative Lance

**Absent:** Trustee Franzoi, Trustee Turner, Superintendent of Schools Zimmerman

**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 Lane, seconded by Golz to approve the Library Board of Trustees meeting minutes from February 25, 2025. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Englebert, seconded by Witt to authorize payment of the March 2025 bills from the 2025 budget and endowment account. Motion carried unanimously.

**Updates**

Renovation Process Update

- Discussion ensued on pledge follow-up and donor acknowledgement.
- Miron received their final payment, only furniture is left outstanding

Friends Update

- The Friends met on Wednesday, March 19. The next meeting is June 3.
- The bridge loan between the Friends of the Elisha D. Smith Public Library and Community First is now completed.
- The Friends now has a full board and a social media coordinator.

**New Business**

Director's Report

- Director Kopetsky reported that the library is running fairly normal operations. Discussion ensued.
- The front entrance is short one door counter, a replacement and installation is being taken care of by one of the subcontractors. The secondary method of counting library attendance appears to be undercounting.
- The SMITHworks badging system is in the final stages of preparation, it will kick off the beginning of April.
- The library has programming ready for Spring Break week.
- Kopetsky explained how the executive order regarding the Institute of Museums and Library Services could affect library services. Discussion ensued.

February Statistics

- The library was closed for 25% of the month.
- Library of Things now has its own category due to more specific location and item-type changes.
- Programming is now back in force.

- Digital audio circulation is up.

#### 2025 Budget Status

- Our building maintenance line is significantly expended for this time of year due to some preventative maintenance costs. There could be an opportunity for applying carryover funds to this line. Kopetsky will keep an eye on this.

#### Staff Reports

- Moore-Nokes shared that collection ordered has restarted in earnest. Programming staff has been assisting in the processing and shelving of nonfiction and biographies. The local history area is starting to take shape as shelves are now up and setup can begin. Programming and SMITHworks staff have been working very hard on the badging process and programming is planned out into early summer.
- Raschke reported that there is still some background setup to do, as well as finishing bringing up and shelving nonfiction. Biographies are beginning to be processed and reshelfed. Another project is processing and packaging the museum and experiences passes. The Library of Things is becoming a more cohesive collection, which helps with consistency.
- Teen representative Lance shared what has been going on in the Teen space, including a the restarting of the popular Comic Book Club program and diamond art painting. Lance also reported that teen volunteers moved collection shelves down for a better patron browsing experience.

#### Other Business

- Discussion ensued on library policies and the library's endowment.
- Discussion ensued on library committees and assignments.

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

#### **Adjournment**

Meeting adjourned at 5:06pm.

Respectfully submitted,  
Eva Kozerski