

Neenah Public Library Board of Trustee Meeting Minutes – February 15, 2017

Call to Order

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:02 p.m. in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Merry Whipple, Patricia Rickman, Tami Erickson (Aldermanic representative), and Cassidy Kemppainen (teen representative). Members excused: Lisa Hemes and Tim Kachur (Neenah Joint School District Representative).

Also present, Gretchen Raab, director; Nicole Hardina-Wilhelm, assistant director; Nancy Britten, circulation services manager; Katrina Wulff, youth services manager.

Public questions & comments

None.

Minutes

On motion of Whipple, seconded by Fieldhack, the minutes of the Survey Committee meeting of January 18, 2017 were approved.

On motion of Whipple, seconded by Codner, the Board approved the minutes of the Library Board meeting of January 18, 2017.

On motion of Sarnecki, seconded by Codner, the minutes of the Finance & Personnel Committee meeting of January 26, 2017 were approved.

Statistical Report

Based on how the Department of Instruction collects library statistics, teen material check outs are now included in the adult circulation statistics.

Bills for Consideration

On motion of Sarnecki, seconded by Whipple, the Board unanimously approved payment of the February bills.

Director's Report

Raab announced the retirements of Ruth Tessier and Deb Andrews, and a status change for employee Vicki Bero, from regular part-time to casual. Two positions have been filled.

The library will be closed from 9:00 a.m. until 1:00 p.m. on Monday, February 20 for the annual all-staff in-service.

Irish arrived at 4:20 p.m.

Department Reports

Youth Services: Wulff reported on the Go Valley Kids Resource Fair and Family Fun Expo and the Clothes Closet Pajamarama attended by Youth Services staff. Staff also visited the junior English classes at Neenah High School. The annual Stuffed Animal Sleepover was a success.

Adult & Technical Services: Hardina-Wilhelm reported on the success of the February Blind Date promotion. March's promotion will be "Max Out Your Library Card." Staff are working on publicizing library services and collections. Saturday, February 25 is the annual Friends of the Library Magazine Sale.

Community Survey

The survey will be on the website beginning March 1. Print copies will be available at that time as well.

Capital Improvements Program Budget 2017-2021

On motion of Whipple, seconded by Sarnecki, the Board unanimously approved the 5-year CIP budget request.

Policy change request: Displays, Handouts, Notices and Petitioning Policy

On motion of Whipple, seconded by Codner, the Board approved the revision of the Displays, Handouts, Notices and Petitioning Policy with the changes so indicated.

Next regularly scheduled meeting

Wednesday, March 15, 2017 at 4:00 p.m.

Closed Session

On motion of Whipple, seconded by Widener, the Library Board adjourned to closed session at 4:55 p.m. as provided for in 19.85(1)(c) Wisconsin Statutes to consider the performance and compensation of the library director.

Kemppainen, Raab, Britten, and Wulff left the meeting at 4:55 p.m.

Hardina-Wilhelm left the meeting at 4:56 p.m.

Finance and Personnel Committee presented the Committee's annual evaluation of the director. Following discussion, on motion of Irish, seconded by Erickson, the board unanimously approved the Finance & Personnel Committee's recommendation as presented.

Adjournment

On motion of Whipple, seconded by Irish, the board adjourned at 5:30 p.m.

Respectfully submitted,

Gretchen Raab