

## **Neenah Public Library Board of Trustee Meeting Minutes – February 21, 2018**

### **Call to Order**

With Codner in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Randy Fieldhack, Carol Codner (vice president), Lisa Hemes, Merry Whipple, Beth Irish, George Scherck, Tami Erickson (Aldermanic representative), Tim Kachur (Neenah Joint School District Representative), and Maggie Schuster (teen representative). Members excused: Jan Sarnecki (president) and Patricia Rickman.

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

### **Minutes**

On motion of Whipple, seconded by Hemes, the Board, with Scherck abstaining, approved the minutes of the Library Board meeting of January 17, 2018.

On motion of Fieldhack, seconded by Codner, the Nominating Committee approved the minutes of the January 9, 2018 meeting.

### **Statistical Report**

Total circulation is up 1%. Customer count is up 4%. Program attendance is up 33% for the year.

### **Bills for Consideration**

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

### **Director's Report**

40 staff members attended the full-day in-service on February 19. The day's events included a presentation on Adverse Childhood Experiences (ACEs), tourniquet training, a fire drill, and hostile intruder training.

### **Department Reports**

Circulation Services: Baird is training new staff on the Library's circulation software.

Youth Services: February's Read to Me Challenge is off to good start, with over 1,000 reading logs distributed, almost triple the amount handed out in 2017. Wulf has visited almost every elementary school to demonstrate how to use Libby, Wisconsin's Digital Library. Two employees have been hired to fill a newly-created position and a position open due to retirement.

Adult & Technical Services: Fox Cities Read titles was announced February 13, "Salt to the Sea" by Ruta Sepetys. The author will be speaking at the Neenah High School and three other locations in the Fox Cities in April.

### **Department of Public Instruction Library Annual Report**

On motion of Whipple, seconded by Erickson, the Board unanimously approved the annual report, with corrections, and accepted the statement that the library system "Did provide effective leadership and adequately meet the needs of the library."

**New Board Member**

George Scherck is the new Winnebago County representative on the Library Board.

**New Records Retention Schedule**

On motion of Whipple, seconded by Hemes, the Board unanimously adopted the new records retention schedule. The director will send confirmation of the adoption to the State for their files.

**CIP budgets-2018-2022**

On motion of Fieldhack, seconded by Whipple, the Board unanimously approved the 2018-2022 CIP Budgets.

**Trust Funds request**

The Board deferred the trust fund request to the March board meeting.

**Goals**

On motion of Whipple, seconded by Hemes, the Board unanimously approved the director's goals as corrected:

- Implement new hours. Plan for staff adjustments, if needed. (Hours differ from previous years beginning in January and again in June.)
- Research options for cash registers at circulation services desk and adult services desk to improve accuracy and provide a better method for report preparation. Research to be completed in time for possible inclusion in the 2019 budget request.
- Pending approval of funding: Coordinate a design assessment to better utilize various library spaces and to address current issues and future needs.
- Work with NJSD to implement a summer lunch program at the Library in 2018.
- Coordinate new signage design and installation. To be completed by the end of 2018.
- Continue to review Library Board policies and suggest revisions as needed. (This is an ongoing project.)

**Policy Revision: Patron Accounts-draft**

The Board requested additional modifications to the Patron Accounts Policy.

**Next regularly scheduled meeting**

Wednesday, March 21 at 4:00 p.m.

**Adjournment**

On motion of Whipple, seconded by Fieldhack, the Board adjourned at 5:11 p.m.

Respectfully submitted,

Gretchen Raab