

## **Neenah Public Library Board of Trustee Meeting Minutes – May 20, 2020**

### **Call to Order**

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:12 p.m. via GoToMeeting and in-person in the Shattuck Community Room. Members present: Pat Rickman (president), Beth Irish, Randy Fieldhack, Tami Erickson (Aldermanic representative), Jenn McMahon, (Neenah Joint School District Representative), George Scherck, Nikki Winiacki, Michael Koller, Lisa Hemes, and Carol Codner.

Member excused: Angela Greselin.

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

President Rickman introduced new Library Board member Michael Koller.

### **Minutes**

On motion of Irish, seconded by Erickson, the Board approved the corrected minutes of the Library Board meeting of April 15, 2020.

### **Statistical report**

Electronic circulations are up 47% for the year. The library began curbside pickup on April 24 and checked out 4,478 items in six days.

### **Bills for consideration**

On motion of Fieldhack, seconded by Codner, the Board unanimously approved payment of the May bills.

### **Director's Report**

The Library is meeting with Library and City department heads on a regular basis, as well as with librarians from the Winnefox Library System and at other libraries within the state.

### **Department reports**

#### **Circulation Services Department**

Baird mentioned we are sending materials to other libraries again. The latest send list was over 1,500 items. One sub is not returning and one staff person has retired. There is a hiring freeze and we will not be hiring new staff at this time.

#### **Youth Services Department**

Wulff discussed changes to the summer reading program. The reading challenge is going virtual. Staff are working on creating virtual programs for the summer. There will be no programs at the library.

#### **Adult and Technical Services Department**

Hardina-Wilhelm reported all staff helped with curbside. Staff notified, bagged and scheduled over 2500 pickups in a little over two weeks. Adult Services staff worked on scheduling pick-ups, pulling holds, and answering reference questions. Virtual programming continues. Technical Services staff are ordering, processing and cataloging materials. Technical Services Staff also helped with curbside pickup.

**Billing adjacent counties**

On motion of Erickson, seconded by Irish, the Board unanimously approved the billing of the following counties for use of the Neenah Public Library: Calumet (\$23,297); Fond du Lac (\$1,590); Waushara (\$967); Green Lake (\$15).

**Reopening plan**

The Board discussed reopening guidelines and agreed to the following: tentative reopening date of June 8; 50 patrons will be allowed in the building at a time and asked to limit their stay to 30 minutes; computer time will be limited to 30 minutes; masks, social distancing, and appropriate hand and respiratory hygiene are required.

**COVID-19 expenditures**

On motion of Codner, seconded by Erickson, the Board unanimously approved the use of Trust Funds up to \$5,000 for expenditures related to COVID-19.

**Next regularly scheduled meeting**

Wednesday, June 17 at 4:00 p.m.

**Adjournment**

On motion of Irish, seconded by Codner, the Library Board adjourned at 5:31p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm