

Neenah Public Library Board of Trustee Meeting Minutes – September 20, 2017

Call to Order

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Beth Irish, Patricia Rickman, Tami Erickson (Aldermanic representative), and Lisa Hemes. Members excused: Merry Whipple, Tim Kachur (Neenah Joint School District Representative), and Maggie Schuster (teen representative).

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 Sarnecki, seconded by Codner, the Board approved the minutes of the Library Board meeting of August 16, 2017.

On motion of Widener, seconded by Sarnecki, the Finance & Personnel Committee approved the minutes of the August 22, 2017 Finance & Personnel Committee meeting.

Rickman arrived at 4:03 p.m.

Statistical Report

Overall circulation (physical materials and electronic materials) is up 2% over last year. Program attendance is up 9% for the year.

Bills for Consideration

On motion of Sarnecki, seconded by Codner, the Board unanimously approved payment of the September bills.

Director's Report

The mayor proclaimed August 28, 2107 "Mayor's Monarch Pledge Day" in support of the library's butterfly garden, which was designed, planted, and maintained by the Winnebago County Master Gardeners, and to raise awareness about monarch butterfly conservation in the City of Neenah. The library is one of this year's sponsors of the St. Joe's 5k run, held on Saturday, October 14. Nina the Pelican mascot will make an appearance at the run. The City is preparing a quote to repair the concrete sidewalk around the circle drive. The book sale is September 20 – September 25.

Department Reports

Circulation Services: A monitor was replaced on one of the self-check machines. Patrons may now apply for a temporary library card online, valid for 30 days.

Youth Services: Youth Services added 4 new storytimes. Wulff reported the 7:45 a.m. storytime has been well received. Librarians from Manitowoc and Two Rivers Public Libraries toured the youth department to learn more about the picture book reorganization. Staff are visiting schools and schools are visiting the library.

Adult & Technical Services: The Adult Summer Reading program was a success. Patrons submitted 1350 slips and over 100 fines waived vouchers were redeemed. The Fox Cities Book Festival is October 9 – October 15. Technical Services' staff are reclassifying youth and adult nonfiction to aid in browsing and locating a title. Adult Services has added an Adulting 101 series and in October will have presentations on paranormal activity and Bigfoot. Staff are adding book and DVD lists to the website and Facebook using linked data.

2018 Budget Process

The Board discussed the budget request as prepared by the director and recommended by the Library's Finance and Personnel Committee. On motion of Widener, seconded by Hemes, the Board unanimously approved the 2018 Operating budget.

On motion of Sarnecki, seconded by Widener, the Board unanimously approved the 2018-2022 CIP budgets for Equipment and Facilities.

Staff in-service

The Board discussed the possible implications of closing the library for a full day for staff in-service. On motion of Irish, seconded by Rickman, the board approved closing the library for a full day annually on the third Monday in February to provide for in-service training for all staff; Erickson voting nay, all others voting aye.

Public Library Association Conference

On motion of Widener, seconded by Irish, the board unanimously approved the use of Trust Funds for staff attendance at the PLA conference.

Policy Update: Customer Code of Conduct

The board discussed the customer code of conduct. Director Raab will make revisions and bring to the October board meeting.

Next regularly scheduled meeting

Wednesday, October 18 at 4:00 p.m.

Adjournment

On motion of Hemes, seconded by Sarnecki, the board adjourned at 5:07 p.m.

Respectfully submitted,

Gretchen Raab