

## **Neenah Public Library Board of Trustee Meeting Minutes - October 18, 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), Beth Irish, Patricia Rickman, Tami Erickson (Aldermanic representative), Tim Kachur (NJSD representative), Maggie Schuster (Teen representative). Members excused: Merry Whipple, Tom Widener, Lisa Hemes.

Also present, Gretchen Raab, director, 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 September 20, 2017.

### **Statistical Report**

Overall circulation (physical materials and electronic materials) is up 2% over last year; 1% increase in physical materials. Customer count is up 1% over last year. Program attendance is up 11% for the year and the number of programs has increased by 6% - over 28,000 people have attended 682 library programs and events so far in 2017.

### **Bills for Consideration**

On motion of Sarnecki, seconded by Rickman, the Board unanimously approved payment of the October bills.

### **Director's Report**

A new part-time substitute custodian has been hired and will begin the week of October 23. The Library was represented at the St. Joe's 5K Run by Nina the Pelican (pelican mascot was worn by Richie Zaborowske) – lots of photo ops with Nina and the race participants. Children's program fliers were distributed following the race. The library was a co-sponsor of the event.

### **Department Reports**

Youth Services is replacing call numbers on children's books with shorter, easier to use call numbers.

### **2018 Budget Update**

The Mayor will release his Executive Budget on Friday, October 20. The budget workshops will be held in late October/early November. The director will notify the Board of the date and time. The formal budget hearing and adoption will be held on November 14.

### **Policy Update: Customer Code of Conduct**

The board discussed the revised customer code of conduct. On motion of Irish, seconded by Codner, the Board unanimously approved the new Customer Code of Conduct.

### **Processing workroom carpeting**

The director discussed the need to replace the carpeting in the Processing workroom. Staff will use current operating funds to pay for the replacement.

**Next regularly scheduled meeting**

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

**Adjournment**

On motion of Sarnecki, seconded by Codner, the board adjourned at 4:50 p.m.

Respectfully submitted,

Gretchen Raab