

Neenah Public Library Board of Trustee Meeting Minutes – November 18, 2020

Call to Order

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. via Zoom. Members present: Pat Rickman (president), Beth Irish, Randy Fieldhack, Tami Erickson, Lisa Hemes, George Scherck, Carol Codner, Jenn McMahon, Nikki Winiecki, Michael Koller.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Katrina Wulff, youth services manager, Lukas Schmerse, teen representative, Aneka Blenker, teen representative nominee, and Ann Engelhard, VP Donor Services & Gift Planning, Community Foundation of Fox Valley Region.

Minutes

On motion of Fieldhack, seconded by Erickson, the Board approved the minutes of the Library Board meeting of October 21, 2020.

Irish arrived at 4:03 p.m.

Statistical report

Electronic (Overdrive) circulation statistics were incorrectly allocated within the Winnefox Library System. The error has been corrected and there will be an additional 4,500 electronic checkouts added to the Year-to-Date statistics at next month's meeting.

Bills for consideration

On motion of Erickson, seconded by Hemes, the Board unanimously approved payment of the November bills.

Director's Report

Director Raab continues to meet virtually with librarians and community members. Library staff participated in a fire drill and fire extinguisher training coordinated by the NM Fire Department.

Department reports

Circulation Services

Raab reported that a record number of holds are being pulled daily by staff for patrons to pick up via curbside.

Youth Services Department

Wulff is virtually visiting local classrooms for book talks, story times, and puppet shows. In October, youth staff filled 236 book bundle requests. The Library is a collection point for the Brigade's Give a Kid a Book program.

Adult and Technical Services Departments

Hardina-Wilhelm read a thank you from a local community member and shared that over 200 envelopes have been picked up for the Dear Neenah program. Adult staff are offering DVD Binge Bundles.

Blenker arrived at 4:16 p.m.

Donation and naming rights

Ann Engelhard, Vice President Donor Services and Gift Planning, Community Development, spoke to the Board re: a grant from the Sensenbrenner family and their interest in obtaining naming rights for a meeting room on second floor. On motion of Fieldhack, seconded by Irish, the Board unanimously approved the naming of the new meeting room in memory of Mary Ellen and Frank Joseph Sensenbrenner with the understanding that the Library will receive a \$30,000 grant for the project. The director will work with Community Foundation re: grant requirements and will coordinate the project with Building Custodian Benson.

2021 Operating Budget and 2021-2025 CIP Budget status

The Common Council adopted the Library Budget as presented on November 17, 2020.

Library operations during the pandemic

Staff made 4,362 curbside deliveries in October, averaging 161 deliveries per hour to vehicles and individuals daily.

Board members discussed the Library's current operating status and concurred that the Library should remain in Phase Two/Curbside Only until after the holidays.

Board members shared ideas on improving curbside service.

Teen representative nomination

On motion of Winiecki, seconded by McMahon, the Board approved the appointment of Aneka Blenker to the Library Board as an ad hoc teen representative through May 2021.

Next regularly scheduled meeting

Wednesday, December 16 at 4:00 p.m.

Adjournment

On motion of Codner, seconded by Winiecki, the Library Board adjourned at 4:57 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm