

## **Neenah Public Library Board of Trustee Meeting Minutes – December 16, 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, George Scherck, Carol Codner, Jenn McMahon, Nikki Winiecki, Michael Koller, Lukas Schmerse (teen representative), and Aneka Blenker (teen representative). Member excused: Lisa Hemes.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Katrina Wulff, youth services manager, and Nancy Baird, circulation services manager, and a member of the public identified as “SRDCE.”

### **Minutes**

On motion of Erickson, seconded by Irish, the Board approved the minutes of the Library Board meeting of November 18, 2020.

### **Statistical report**

Electronic circulation is up 19%. 4,511 curbside deliveries were made in November, a 3.4% increase over October.

### **Bills for consideration**

On motion of Erickson, seconded by Winiecki, the Board unanimously approved payment of the December bills.

### **Director’s Report**

Director Raab continues to meet virtually with the directors from Menasha and Appleton Libraries. (Menasha and Appleton library buildings are also closed to the public at this time.)

The annual staff holiday luncheon was sponsored by the Friends of the Library; The Friends provided a box lunch for staff.

### **Department reports**

#### **Circulation Services Report**

Click-n-Collect went live on December 16. Click-n-Collect allows patrons to pick up their holds curbside using the Winnefox app. The new Circulation Services Library Assistant started.

#### **Youth Services Department**

The Library collected 737 books for Give-a-Kid a book. Youth staff created 236 book bundles. Wulff continues to visit local elementary schools virtually and has visited every class at Hoover Elementary.

#### **Adult and Technical Services Departments**

Hardina-Wilhelm explained Kathy Eustice’s bright idea for labeling paperbacks. Technical Services staff continue labeling series in both adult and youth. Staff moved Gentle Reads to accommodate the new meeting room.

### **Nominating committee**

Board President Rickman appointed board members Fieldhack and Irish to the nominating committee.

Koller arrived at 4:27 p.m.

### **Winnefox Library System Board**

Fieldhack and Irish explained the structure of the Winnefox Library System and explained the role of the Winnefox Library System board members.

### **Personnel Change**

Pat Benson, Library Building Custodian, has accepted the City of Neenah Building Manager position. The Board thanked Benson for his hard work and his help with the many projects over this past year.

### **Sensenbrenner Room**

Construction on the new meeting has begun. The project was started early so Building Custodian Benson could frame and drywall the space and oversee the work of outside contractors before leaving for his new position. The Director is coordinating the payment of bills for the project with Assistant Comptroller Kahl.

### **Library operations during the pandemic**

Board members discussed the Library's current operating status and concurred that the Library should remain in Phase Two/Curbside Only until after the next board meeting (January 20, 2021).

SRDCE left the meeting at 5:05 p.m.

### **Employees Pay**

Casual employees are not part of the City's formal pay plan and do not receive annual increases. Raab worked with Human Resources Director Kehl to create a pay plan for casuals. The plan will be effective January 1, 2021.

Koller left the meeting at 5:15 p.m.

### **Next regularly scheduled meeting**

Wednesday, January 20 at 4:00 p.m.

### **Adjournment**

On motion of Erickson, seconded by Codner, the Library Board adjourned at 5:25 p.m.  
Respectfully submitted,

Nicole Hardina-Wilhelm