

## **Neenah Public Board of Trustee Meeting Minutes – December 19, 2018**

### **Call to Order**

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (president), Carol Codner (vice president), Patricia Rickman, Merry Whipple, Tami Erickson (Aldermanic representative), Beth Irish, Randy Fieldhack, and George Scherck. Members excused: Lisa Hemes, Kylee Miller (teen representative) and Tim Kachur (Neenah Joint School District Representative).

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

### **Minutes**

On motion of Fieldhack, seconded by Codner, the Board approved the minutes of the Library Board meeting of November 14, 2018.

### **Statistical Report**

Overall circulation is down 3% for the year. Adult book circulation is up 1% for the year and electronic material circulation is up 25%. Program attendance is also up 4% for the year.

Rickman arrived at 4:03 p.m.

### **Bills for Consideration**

On motion of Whipple, seconded by Codner, the Board unanimously approved payment of the December bills.

### **Director's Report**

Director Raab reported on the ILS (integrated library system—computer catalog, circulation system, etc.) merger meetings. Discussions between Winnefox, Outagamie Waupaca Library System, and Nicolet Library System are ongoing. All Winnefox libraries now have five-day delivery. The Library received several generous donations to the Trust Fund over the last few weeks.

Youth Services Report: Wulff reported that 595 books were collected for Boys and Girls Brigade's Give a Kid a Book drive. December's drop-in program was so successful they added another week. Caroling in the Library and Celebrate the Season Saturday programs were also well received. Wulff handed out information about a YouTube video that will be shared during class visits.

Adult and Technical Services Department

Hardina-Wilhelm read a Facebook comment thanking the Library for the wrapping cart. She also reported that the Library will have light-therapy boxes available for in-house use.

### **Nomination Committee for 2019 officers**

President Sarnecki appointed Merry Whipple as the Nominating Committee.

### **Statistics**

The Wisconsin Department of Public Instruction recently released the 2017 data for public libraries. In 2016, Neenah was the 10<sup>th</sup> highest circulating library in Wisconsin. Based on 2017 statistics, Neenah is now ranked the 7<sup>th</sup> highest circulating library in Wisconsin.

**Strategic plan discussion**

After discussion of feedback received from the 2017 Community Survey, Sarnecki made a motion that staff prepare a strategic plan for the next 3-5 years and present it to the Board for modifications and approval. The motion was seconded by Scherck. The motion did not pass.

**Project Update**

The staff training room remodeling is almost completed. The new meeting room adjacent to the Carpenter Room is also under construction. Most of the cabinets that were in the supply room have been repurposed elsewhere in the Library.

**Checkout machines**

Staff and Board discussed the different options available for security and self-checkout stations. Staff will continue to investigate the various options.

**Library Signage**

Board members had additional questions regarding the sign, i.e., the need for signage, the color, font, etc. The Board requested an artist's rendering of the design.

**Design Services**

On motion of Fieldhack, seconded by Irish, the Board unanimously approved the use of a designer to help select finishes, furnishing, etc., using Trust Funds (as an extension of the redesign plan with the architects).

**Next regularly scheduled meeting**

Wednesday, January 16 at 4:00 p.m. in the Carpenter Room.

**Adjournment**

On motion of Whipple, seconded by Fieldhack, the Board adjourned at 5:20 p.m.

Respectfully submitted,

Gretchen Raab