

## Neenah Public Library Board of Trustee Meeting Minutes – January 17, 2024

### Call to Order

The meeting of the Neenah Public Library Board of Trustees was held on January 17, 2024, in the Shattuck Community Room. The meeting was called to order at 4:03 p.m. by President Koller.

Members present: Michael Koller, Beth Irish, Tami Erickson, Pat Rickman, Jenn McMahon, George Scherck, Randy Fieldhack, Alivia Haller, and Harrison Flint.

Member excused: Joshua Kutney, Carol Codner, and Lisa Hemes.

Also, present Nicole Hardina-Wilhelm, director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Mehta Hess, adult services manager.

### Minutes

On the motion of Erickson, seconded by Fieldhack, the Board approved the Library Board meeting minutes of December 20, 2023.

### Director's and Technical Services Report, Nicole Hardina-Wilhelm

The library closed on January 13 due to inclement weather. Technical Services staff are covering the responsibilities of the open adult acquisitions librarian position.

McMahon arrived at 4:10 p.m.

### Department reports

Adult Services, Mehta Hess

Several programs had a great turnout, such as Monday Matinee's Barbie and Encore! Handbell Ensemble. The Swiftie program, a collaborative program between several library departments, saw over 500 attendees. Adult Services staff are covering the interlibrary loan duties of the open acquisitions and interlibrary loan librarian position.

Circulation Services, Nancy Baird

Volunteers worked over 3080 hours in 2023, up from 2341 hours in 2022.

Youth Services Report, Katrina Wulff

Several successful programs in December and January. Tween Snowglobe event moved to a Sunday afternoon because of the blizzard and saw over 80 tweens. Katrina Wulff and Hannah Schraufnagel presented at North-East Wisconsin's Summer Library Program Workshop. We are circulating State Park passes again this year.

### Bills for consideration

On the motion of Fieldhack, seconded by Scherck, the Board approved payment of the January bills.

### 2024 Library Board Officers

The nominating committee consisted of Beth Irish. Irish presented the slate of officers for 2024: Koller for President, McMahon for Vice President, and Codner for Chair of Finance and Personnel. Koller asked for nominations from the floor. None were presented.

On motion of Rickman, seconded by Erickson, the board unanimously approved the slate of officers as presented.

### Presidential appointment of the fourth member of the Finance and Personnel Committee

Koller appointed Irish to the Finance and Personnel Committee.

**Unattended Child Policy**

On motion of Fieldhack, seconded by McMahon, the board unanimously approved the revised Unattended Child Policy:

A parent, caregiver, or responsible older child must be within sight and sound of children under 9. If a problem with an unattended child arises, staff will try to locate the responsible person. If a responsible person is not found within the Library, staff will attempt to contact a parent or guardian by phone, text, or email. Staff will contact the Neenah Police Department if a caregiver cannot be contacted.

At closing, if staff determine a child under 16 will be alone until a responsible person picks them up, a staff member will attempt to contact a parent or guardian. The manager on duty and another staff member will wait with the unattended child for fifteen minutes after closing. If a responsible person cannot be contacted, or does not arrive to pick-up the child, they will be remanded to the care of the Neenah Police Department.

**Trust Fund Request**

On motion of Irish, seconded by Fieldhack, the board unanimously approved the use of Trust Funds for LocalHop not to exceed \$5,000.

**Library Employee Step Plan**

The director presented three options to align an employee’s time in position with a more appropriate step in the salary step plan. The board discussed the financial feasibility of each plan. The director will discuss the options with the finance department and bring a final plan to the February board meeting.

Next regularly scheduled meeting  
Wednesday, February 21, 4:00 p.m.

**Adjournment**

On motion of Koller, seconded by Fieldhack, the Library Board adjourned at 5:18 p.m.

Respectfully submitted,



Nicole Hardina-Wilhelm