

## **Neenah Public Library Board of Trustee Meeting Minutes – February 17, 2016**

### **Call to Order**

The Neenah Public Library Board of Trustees met for their regularly scheduled meeting on Wednesday, February 17, 2016 at 4:00 p.m., in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Carol Codner, Tom Widener, Beth Irish, Patricia Rickman, Lisa Hemes, Merry Whipple, Tami Erickson (Aldermanic Representative), and teen representative Cassidy Kemppainen. Member excused: Jan Sarnecki, Tim Kachur (Neenah Joint School District Representative). Also present, Gretchen Raab, director; Nicole Hardina-Wilhelm, assistant director; Nancy Britten, circulation manager; Katrina Wulff, youth services manager; Richie Zaborowske, adult services librarian; Alderman Jane Lang, Executive Director Neenah Historical Society.

With Fieldhack in the chair, the library board meeting was called to order at 4:01 p.m.

### **Public questions & comments**

None.

### **Minutes**

On motion of Whipple, seconded by Codner, the Board approved the minutes of the Library Board Meeting of January 20, 2016.

On motion of Widener, seconded by Codner, the Finance and Personnel Committee unanimously approved the minutes of the Finance and Personnel Committee meeting of January 28, 2016.

### **Statistical Report**

Audio book circulation is up over last year. Adult magazine circulation is up 18%. Youth book circulation continues to increase, with a 6% increase over last January. Program attendance is up 47%. Cisco Meraki Wireless devices have been installed to better reflect actual use of the library's wireless. Monthly statistics will now include "drop-in" programs, which are reported to the State as part of the library's annual report. Drop-in programs include the puppet theater, puzzles, games, coloring table, science table, etc.

### **Bills for Consideration**

On motion of Hemes, seconded by Whipple, the Board unanimously approved payment of the February bills.

4:13 p.m. Mayor Dean Kaufert arrived.

### **Director's Report**

Staff are creating a comfort room for nursing mothers who request privacy. Room 107 will be reserved for nursing mothers during morning story times; at other times, the room will be available as general meeting space. Staff are exploring a ukulele lending program in partnership with Heid Music. Staff will continue their relationship with Winnebago County Master Gardeners to create a butterfly/prairie style garden. There will be an educational component to the garden – promoting sustainable landscaping and incorporating native plants.

## **Department Reports**

Circulation Services: Britten discussed the scheduled Workflows upgrade with the possibility of adding credit card swipers at the service desks. The annual Volunteer Appreciation Picnic has been scheduled for August 14, 2016.

Youth Services: Wulff discussed craft kits, which are available for checkout, and Pooches & Pages, which is now available to those in 6th grade. Youth staff have added a monthly story time for homeschoolers.

Adult Services: Hardina-Wilhelm thanked board member Rickman for her presentation to the February Memory Café. Hardina-Wilhelm discussed one-on-one technology help for the community and reported on the success of the 3-D printer demonstration held on February 14.

## **Moviemaking at the library**

Alderman Jane Lang, Neenah Historical Society Executive Director, discussed two upcoming local film projects: Wisconsin Hometown Stories featuring Neenah & Menasha and a feature film project, which will include filming at the library.

Lang left the meeting at 4:36 p.m.

## **3D printer demonstration**

Zaborowske explained how the 3D printer worked and how staff would incorporate its use into library programming.

Zaborowske left the meeting at 4:43 p.m.

## **2016-2020 Capital Improvements Plan budget**

On motion of Whipple, seconded by Rickman, the 2016-2020 CIP Budget was unanimously approved.

## **Directors 2016 goals**

On motion of Whipple, seconded by Erickson, the Library Board approved the director's 2016 goals.

Wulff left the meeting at 4:59 p.m.

Mayor Kaufert left the meeting at 5:14 p.m.

On motion of Whipple, seconded by Hemes, the Library Board adjourned at 5:19 p.m.

Respectfully submitted,

Gretchen Raab, Library Director

# **NEENAH PUBLIC LIBRARY**

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