

## **Neenah Public Library Board of Trustee Meeting Minutes – July 20, 2016**

### **Call to Order**

The Neenah Public Library Board of Trustees met on Wednesday, July 20, 2016 at 4:00 p.m., in the Carpenter Conference Room. Members present: Randy Fieldhack (President), Carol Codner, (Vice President), Tom Widener, Beth Irish, Patricia Rickman, Lisa Hemes, Tim Kachur (Neenah Joint School District Representative), Tami Erickson (Aldermanic Representative), and teen representative Cassidy Kemppainen. Members excused: Jan Sarnecki, Merry Whipple. Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Britten, circulation services manager, and Katrina Wulff, youth services manager.

With Fieldhack in the chair, the Library Board meeting was called to order at 4:02 p.m.

Kachur arrived at 4:03 p.m.

### **Public questions & comments**

None.

### **Minutes**

On motion of Codner, seconded by Irish, the Board approved the minutes of the Library Board Meeting of June 15, 2016.

### **Statistical Report**

Youth checkouts now account for over 50% of total circulation. Audio and digital book checkouts are both up. Program attendance is also up 10%.

### **Bills for Consideration**

On motion of Hemes, seconded by Codner, the Board unanimously approved payment of the July bills.

### **Director's Report**

Raab reminded the board of the volunteer appreciation picnic on August 14 at 4:00 p.m. Youth work room and story time remodel is almost complete. The projector and screen for the story time room have been ordered. The LED lighting conversion project is well underway.

### **Department Reports**

Circulation Services: Britten stated that she has three open positions. Checkouts using the self-check machines were up in June. Patrons may now renew items twice, if the items do not have holds.

Youth Services: Wulff reported that the youth summer reading program registrations have topped 2,000. A new youth staff member starts in August. Tween programs have been successful this summer. A new playhouse, donated by St. Margaret Mary, has been erected in the Youth area.

Adult & Technical Services: Because of low registration, Spellapalooza was canceled. Memory Café Fishing Program was a success with the help of the Neenah High School Fishing Team and the volunteers who assisted. 3-D printer reservations are up.

**2017 Operating and 2017-2021 Capital Improvements Budgets**

The Board discussed the timeline for the budget process. The Library's Finance & Personnel Committee will meet on Wednesday, August 24 at 4:00 p.m. to review the budgets. The budgets recommended by the F&PC will be presented to the Library Board for approval at the September 21 Library Board meeting.

**WALS participation information**

The director prepared a report on the WALS fees, background, etc. at the request of the City Finance and Personnel Committee.

**Trust Purchase/Kinetic Wind Sculpture**

The Board tabled discussion until August.

**Community survey and listening sessions-leading to a possible strategic plan**

Board will read through sample questions and bring suggestions to August meeting.

Kemppainen left at 5:03 p.m.

Hemes left at 5:10 p.m.

**Future Agenda Items**

Proces Poetry Prize update

**Next regularly scheduled meeting**

Wednesday, August 17, 2016 at 4:00 p.m.

**Adjournment**

On motion of Irish, seconded by Erickson, the board adjourned at 5:28 p.m.

Respectfully submitted,

Gretchen Raab, Director