

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

### **Call to Order**

With Fieldhack in the chair, the Neenah Public Library Board of Trustees was called to order on Wednesday, August 17, 2016 at 4:00 p.m., in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner, Tom Widener, Beth Irish, Patricia Rickman, Tami Erickson, and Cassidy Kempainen (teen representative).

Members excused: Merry Whipple and Tim Kachur.

Also present: Gretchen Raab (director), Nicole Hardina-Wilhelm (assistant director), and Jodi Schultz, (youth services librarian).

### **Public questions & comments**

None.

### **Minutes**

Sarnecki corrected the minutes by pointing out that Codner is the Chair of the Finance & Personnel Committee; Sarnecki is Vice-President. On motion of Sarnecki, seconded by Codner, the Board approved the revised minutes of the Library Board Meeting of July 20, 2016.

### **Statistical Report**

Total circulation for the year is down 4%. Total program attendance is up 5%.

### **Bills for Consideration**

On motion of Irish, seconded by Erickson, the Board unanimously approved payment of the August bills.

### **Department Reports**

Circulation Services: Raab discussed the Circulation Workroom reorganization to improve workflow.

Rickman arrived at 4:09 p.m.

Youth Services: Schultz reported that youth summer reading program registrations totaled 2,066, with 50% of return rate of registrants/50% of registrants were new to the program.

Adult & Technical Services: Hardina-Wilhelm reported that a new online catalog is in development and should be available this fall.

### **Business for consideration**

The Winnefox Technology Reserve Fund will be used to pay for a refurbished smartboard for the Aylward Room for use by classes and companies, as well as by staff. The Fund will also be used to upgrade the credit card modules for the self-check machines, which unexpectedly ceased operation on August 4. The upgrade will include chip-enabled credit card readers.

### **Community survey**

The Board discussed the goals of the community survey and listening sessions. Also discussed were the different options for distributing the survey to the community.

**Budgets**

The Finance & Personnel Committee will meet on Wednesday, August 24, 4:00 p.m. in the Carpenter Conference Room.

**Memorial purchase**

The Board asked director Raab to recommend the purchase of the “Four Elements” kinetic wind sculpture to the donor’s family.

**Announcements: Procees Poetry Prize**

Winners have been notified. The Procees Poetry Prize award ceremony will be September 15, 6:00 p.m. in the Shattuck Community Room.

**Next regularly scheduled meeting**

Wednesday, September 21, 2016 at 4:00 p.m.

**Adjournment**

On motion of Sarnecki, seconded by Codner, the board adjourned at 5:25 p.m.

Respectfully submitted,

Gretchen Raab