

Neenah Public Library Board of Trustee Meeting Minutes – September 21, 2016

Call to Order

With Fieldhack 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: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Beth Irish, Tim Kachur (Neenah Joint School District representative), and Tami Erickson (Aldermanic representative). Members excused: Merry Whipple, Patricia Rickman, Cassidy Kemppainen (teen representative).

Also present: Gretchen Raab, director; Nicole Hardina-Wilhelm, assistant director; Nancy Britten, circulation services manager; Jodi Schultz, youth services librarian.

Member of the public: Catherine Neiswender

Public questions & comments

None.

Minutes

On motion of Sarnecki, seconded by Codner, the Board approved the minutes of the Library Board Meeting of August 17, 2016.

On motion of Widener, seconded by Sarnecki, the minutes of the Finance & Personnel Committee meeting of August 24, 2016 were approved.

Statistical Report

Raab explained the categories of circulation in the statistics. Total circulation is down 4%. Electronic Material circulation is up 7%; youth books are up 5%; magazines are up 8% over last year despite, or because of, extensive weeding of older issues. Program attendance continues to be strong. Customer count was particularly strong in August and continues to hold steady for the year.

Bills for Consideration

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

Director's Report

Raab reported the success of the Prose Poetry Prize award ceremony. Volunteer Jordan Butzlaff received his certificate recognizing 500 hours of volunteer service. Former Library Board president, Bill Dickens, passed away on September 14. Bill served on the board from 1987-1997.

Department Reports

Circulation Services: Widener inquired about the inability to renew items twice using the online catalog. Britten explained that this glitch with the current catalog will be corrected with the new online catalog debuting mid-October.

Youth Services: Schultz reported story times and school tours have started. In October, youth services will offer a musical story time.

Adult & Technical Services: Hardina-Wilhelm shared two thank you notes, one from UW-Madison Physician's Assistant program in appreciation for proctoring services and the second from a parent in Virginia sharing her appreciation for sending the third book in a trilogy to their library for her son read.

Community Survey

Catherine Neiswender from UW-Extension explained and answered questions about the community survey and the strategic planning process. The board discussed the draft survey presented by the director. Raab will continue working with Neiswender to refine the survey and will bring a sample to the next meeting for a trial run. Comments regarding the survey should be sent to the director.

2017 Operating Budget

On motion of Sarnecki, seconded by Irish, the board unanimously approved the 2017 Operating Budget.

2017-2021 Capital Improvements Budget

The facilities request for modification of the second floor to minimize noise was discussed. Sarnecki moved to approve the 2017-2021 Capital Improvements Budget with the removal of the \$60,000 facilities request from 2018 CIP budget. Hemes seconded. The board unanimously approved the revised 2017-2021 Capital Improvements Budget.

Sick Leave Accruals

On motion of Irish, seconded by Sarnecki, the board approved sick leave dispersals for WRS-eligible employees who move from regular part-time/full-time status to casual status.

WALS participation

The Board discussed the recent City F&PC meetings regarding WALS fees and WALS participation. There was consensus among the Board that the Library continues participation in WALS.

Next regularly scheduled meeting

Wednesday, October 19, 2016 at 4:00 p.m.

Adjournment

On motion of Hemes, seconded by Codner, the board adjourned at 5:36 p.m.

Respectfully submitted,

Gretchen Raab