

## **Neenah Public Library Board of Trustee Meeting Minutes – October 19, 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, Patricia Rickman, Tami Erickson (Aldermanic representative), and Cassidy Kemppainen (teen representative). Members excused: Merry Whipple, Lisa Hemes, and Tim Kachur (Neenah Joint School District Representative).

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

### **Public questions & comments**

None.

### **Minutes**

On motion of Sarnecki, seconded by Codner, the Board approved the minutes of the Library Board meeting of September 21, 2016.

### **Statistical Report**

Youth circulation accounts for 50% of the total. The number of visitors has remained steady; program attendance is up 2%, the number of programs given is up 7%.

### **Bills for Consideration**

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

### **Director's Report**

Raab will be out of town from 11/8 – 11/19. Assistant Director Hardina-Wilhelm will be in charge. Winnebago Librarians Advisory Committee discussed counting digital checkouts at their recent meeting.

### **Department Reports**

Circulation Services: Britten shared ideas she gathered from the Back in Circulation Conference. A patron returned a library book he found in his grandfather's house dating back to the 1950s. Britten received a thank you from a patron who expressed her gratitude towards the library.

Youth Services: Schultz reported staff visited several schools this month, including middle schools. Attendance at Boofest was at an all-time high, with over 200 attendees.

Adult & Technical Services: Hardina-Wilhelm discussed her takeaways from the Back in Circulation Conference.

Volunteer Services: Krause gave an overview of the volunteer program and expressed her gratitude for the board's support of the volunteer program.

### **Community Survey**

A draft was distributed at the meeting. Board members will bring suggestions to the November meeting.

**Credit card modules on self-check machines**

Staff is working with City IS and Finance departments on transitioning to new credit card (chip) readers.

**Budget Updates**

The Mayor will present the budget October 21. Workshops will begin October 31. Board members are invited to attend the workshop. The director will notify the Board when the date and time are confirmed.

**Hearing Loop**

Raab shared information gathered regarding children with hearing impairments as well as others who would benefit from a hearing loop installed in the story time room. On motion of Irish, seconded by Codner, the board approved the purchase and installation of a hearing loop in the story time room using Trust Funds.

**October increases**

20 library staff received October increases as part of the City's compensation plan.

**Future Agenda items**

Board discussion of the Community Survey.

**Next regularly scheduled meeting**

Wednesday, November 16, 2016 at 4:00 p.m.

**Adjournment**

On motion of Sarnecki, seconded by Codner, the board adjourned at 5:12 p.m.

Respectfully submitted,

Gretchen Raab, Director