

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

Call to Order

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Merry Whipple, Lisa Hemes, Patricia Rickman, Tami Erickson (Aldermanic representative), and Cassidy Kemppainen (teen representative). Members excused: Beth Irish and Tim Kachur (Neenah Joint School District Representative).

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Britten, circulation services manager, and Katrina Wulff, youth services manager.

Public questions & comments

None.

Minutes

On motion of Codner, seconded by Whipple, the Board approved the minutes of the Library Board meeting of November 16, 2016.

Fieldhack arrived at 4:03 p.m. and assumed the chair.

Statistical Report

Circulation, physical and electronic, was up 1% over this time last year. Customer count is up 1% for the year and program attendance is up 5%.

Bills for Consideration

On motion of Whipple, seconded by Sarnecki, the Board unanimously approved payment of the December bills.

Director's Report

Raab shared information about a new product called Linked Data, which directs online searchers, when searching for a book title in Google, to the Winnefox Public Library catalog. The director met with an accountant from auditors Accountant Baker Tilly Virchow Krause to discuss money handling procedures at the library. The auditor was satisfied with current practice/procedures. Per Board policy, the library will be closed on December 24, 25, 26, 31 and January 1.

Department Reports

Circulation Services: Britten reported credit card chip readers are now active on the self-check machines. Black Friday event was very successful with \$455 in fine revenue collected.

Youth Services (Wulff): Youth Services received an LSTA mini-grant to create an ESL play & learn tote. Patrons donated 695 books for Give a Kid a Book.

Adult & Technical Services: Hardina-Wilhelm reported two very successful programs, Coffee 101 and Memory Café: Cookies & Carols led by NewVoices. Adult services hopes to grow these two partnerships. Technical Services has completed ordering for the year.

Nomination Committee

President Fieldhack appointed Whipple and Hemes to serve on the nominating committee for 2017 Library Board officers. The Nomination Committee will bring their recommendations to the January Library Board meeting.

Community Survey

President Fieldhack formed an ad-hoc committee and appointed Whipple, Erickson, Fieldhack to review and finalize the community survey with the director for the next board meeting.

Parking

The board recommended changing the parking limit in front of the library from 2-hours to a 3-hour limit.

Classification Review

On motion of Whipple, seconded by Codner, the board unanimously approved the reclassification of the Administrative Assistant position from Grade E to Grade F.

Wisconsin Public Library Service Trends

The report includes statistics compiled from public library annual reports. Note: Neenah saw the largest increase in circulation of children's material statewide – 82,419 items, a 27.5% increase from 2009 – 2015. This is the second year the library has seen the highest increase in circulation of youth materials.

Next regularly scheduled meeting

Wednesday, January 18, 2017 at 4:00 p.m.

Adjournment

On motion of Sarnecki, seconded by Whipple, the board adjourned at 5:30 p.m.

Respectfully submitted,

Gretchen Raab, Director