

## **Neenah Public Library Board of Trustees Meeting Minutes – January 18, 2017**

### **Call to order**

The Neenah Public Library Board of Trustees met on Wednesday, January 18, 2017 at 4:00 p.m., in the Carpenter Conference Room. Members present: Randy Fieldhack (president), , Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Beth Irish, Patricia Rickman, Merry Whipple, Tami Erickson (Aldermanic representative), Tim Kachur (Neenah Joint School District representative), and Cassidy Kempainen (teen representative).

Members excused: Lisa Hemes and Jan Sarnecki (vice president).

Also present: Gretchen Raab, director, Nancy Britten, circulation manager, Katrina Collins, youth services manager.

With Fieldhack in the chair, the Library Board meeting was called to order at 4:03 p.m.

### **Public questions & comments**

None.

### **Minutes**

On motion of Whipple, seconded by Irish, the Board unanimously approved the minutes of the library board meeting of December 21, 2016.

On the motion of Whipple, seconded by Whipple, the minutes of the Nominating Committee meeting of January 4, 2017 were approved.

On the motion of Fieldhack, seconded by Erickson, minutes of January 6, 2017 Survey Committee meeting were approved.

### **Statistical Reports**

Circulation for physical materials is down 3% for the year; down 2% with the inclusion of electronic materials. Programming statistics continue to increase. Customer count (number of visitors) continues to be strong.

### **Bills for Consideration**

On motion of Codner, seconded by Whipple, the Board unanimously approved payment of the remaining December 2016 (from December 22 through December 31) and January 2017 bills.

### **Director's report**

Raab noted that the library closed early on Monday, January 15 (5:30 p.m.) and opened at 11:00 a.m. on Tuesday, January 16 due to weather and parking lot conditions. By 11:00 a.m., the lot was cleared of much of the ice, making it relatively safe for library patrons. The annual WALs meeting in Ripon was rescheduled for January 24, due to the inclement weather.

### **Election of 2017 officers**

On behalf of the Nominating Committee, Whipple presented the slate of officers for 2017. Fieldhack asked for nominations from the floor. None were presented. On motion of Whipple, seconded by Irish, the Board unanimously approved the current officers for a second term: Fieldhack, President; Sarnecki, Vice President; Codner, Finance & Personnel Committee Chair. Fieldhack remained in the chair of President.

**Presidential appointment of Finance & Personnel Committee member**

Fieldhack appointed Widener as the fourth member of the Finance & Personnel Committee.

**Monthly Financial Reports**

City Finance reports were not available at the time of this meeting. Raab explained the Technology Reserve Fund statement from WALIS.

**Community Survey**

After discussion and two proposed minor changes, on a motion by Irish, seconded by Codner, the Board unanimously approved the survey as revised.

**Policy Revision Request: Director Evaluation**

On the motion of Whipple, seconded by Irish, the Board approved the director's recommendations of revisions to the policy.

**Director's Goals for 2017**

The Board discussed the director's proposed goals. On the motion of Irish, seconded by Rickman, the Board approved the director's goals.

The director's Performance Evaluation will be scheduled with the Finance & Personnel Committee.

**Adjournment**

On motion of Whipple, seconded by Codner, the Library Board adjourned at 5:15 p.m.

**Next regularly scheduled meeting**

Wednesday, February 15, 2017 at 4:00 p.m.

Respectfully submitted,

Gretchen Raab  
Library director