

Neenah Public Library Board of Trustee Meeting Minutes – February 17, 2021

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. via Zoom. Members present: Randy Fieldhack (president), Beth Irish, Pat Rickman, Tami Erickson, George Scherck, Carol Codner, Jenn McMahon, Nikki Winiecki, Michael Koller, Lisa Hemes, Lukas Schmerse, and Aneka Blenker.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Katrina Wulff, youth services manager, and Nancy Baird, circulation services manager, Mayor Dean Kaufert, Lisa Robak, Dr. Atif Qureshi, Rabia Qureshi, Andy K, Lori Subat, Amy Books, Brandon Robak, Gwen McGannon, Elizabeth D., City Attorney Westbrook, and a member of the public identified as “AG”.

Public Comments

Dr. Atif Qureshi asked that when the library reopens all patrons should be required to wear masks, and the masks should be provided free of charge. Also, patrons should not touch library material unless they are checking it out.

Minutes

On motion of Fieldhack, seconded by Irish, the Nominating Committee approved the minutes of the Nominating Committee meeting of January 20, 2021.

On motion of Rickman, seconded by Winiecki, the Board approved the minutes of the Library Board meeting of January 20, 2021.

On motion of Codner, seconded by Irish, the Board approved the minutes of the Special Library Board meeting of February 4, 2021.

Statistical report

Electronic circulation is up 21% for the year.

Bills for consideration

On motion of Hemes, seconded by Winiecki, the Board unanimously approved payment of the remaining 2020 bills and February bills.

Director’s Report

Director Raab met virtually with three Wisconsin legislators (aides and a Representative) for Library Legislative Day.

Department reports

Circulation Services Report

There were 4,713 curbside visits in January – 20 deliveries per hour. Baird will be conducting interviews the week of February 22 for two open Library Assistant positions. Patrons requested 100,152 items through the catalog in 2020, versus 65,984 holds in 2019.

Youth Services Department

Wulff reported the Campout Kits were very popular and all the kits were requested. The March take and make program is *Greatest Showman*.

Adult and Technical Services Departments

February is Library Lover's month, and Hardina-Wilhelm shared a few patron and staff comments. The Board will receive a full report in March.

Sensenbrenner Room

Raab received the grant from the Community Foundation (Sensenbrenner Room).

Library Operations

President Fieldhack discussed the current Wisconsin and Winnebago County COVID-19 situation and trajectory of cases. Fieldhack compared the cases from last year with the current number of cases.

Director Raab shared the status of local libraries' operations, services provided, hours, etc. The Board asked about reopening protocols. Scherck asked what staff thought about reopening. Director Raab shared that staff have been discussing reopening and planning to welcome the public back into the building for some time and that any concerns among staff would be addressed by the Library management team with assistance from Human Resources Director Kehl and City Attorney Westbrook, if needed.

On motion of Codner, seconded by Irish, the Library Board unanimously approved the Phased Services Plan and authorized the Director to set/schedule dates for moving from one level to the next phase based on the plan along with input from other sources and circumstances, with a building reopening date of February 22.

Proposed Goals

On motion of Codner, seconded by Erickson, the Board unanimously approved the three goals as presented. Additional goal(s) may be proposed/discussed at the March Board meeting.

Next regularly scheduled meeting

Wednesday, March 17 at 4:00 p.m.

Adjournment

On motion of Codner, seconded by Hemes, the Library Board adjourned at 5:29 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm