

## **Neenah Public Library Board of Trustee Meeting Minutes – March 18, 2020**

### **Call to Order**

With Rickman 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: Pat Rickman (president), Carol Codner, Beth Irish, Randy Fieldhack, Tami Erickson (Aldermanic representative), and Jenn McMahon, (Neenah Joint School District Representative).

Members excused: George Scherck, Nikki Winiecki, Merry Whipple, Lisa Hemes, and Angela Greselin. Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

### **Minutes**

On motion of Fieldhack, seconded by Erickson, the Board approved the minutes of the Library Board meeting of February 19, 2020, with Whipple and Codner abstaining.

On motion of Erickson, seconded by Fieldhack, the Finance and Personnel Committee approved the minutes of the March 3 and March 10 meeting.

### **Statistical report**

Physical circulation is up, 2% for March. Electronic circulations are up 11% over last March. Wifi use is up 5% for the year. Program attendance is up 14%.

### **Bills for consideration**

On motion of Fieldhack, seconded by Codner, the Board unanimously approved payment of the March bills.

### **Director's Report**

The Library received a grant from Winnefox to fund the Heirloom Tomato program and Mindful Living classes.

### **Department reports**

#### **Circulation Services**

Circulation staff have been cleaning everything since the library closed on March 16.

#### **Youth Services Department**

Wulff discussed the popularity of a recent science program. Working with the school district on distributing books along with lunches while the schools are closed. Youth staff are cleaning all toys, play and learn material, and shifting.

#### **Adult and Technical Services Department**

Hardina-Wilhelm working on Facebook posts to connect with patrons. Add additional digital resources and increased hoopla checkouts to 10 while we are closed. Creating a streamlined online application to allow patrons to use online resources. Technical Services continues to order and work on projects.

### **Crosswalk**

On motion of Irish, seconded by Erickson, the Board unanimously approved recommending that Public Works include a request in their 2021 CIP budget to install a crosswalk in the 200 block of East Wisconsin Avenue to provide safe crossing for library staff and patrons.

**CIP Budget request**

On motion of Codner, seconded by Irish, the Board unanimously approved the 2021-2024 CIP Budget request.

**Fine free libraries**

Director Raab did not have anything further to report. The discussion was postponed to the April Board meeting.

**Patron ban**

On motion of Codner, seconded by Irish, the Board unanimously approved banning a patron until May 26, 2020.

**Responding to pandemic**

The Board and staff discussed actions that have been taken by staff and by the City.

**WE Energies – transformers**

On motion of Codner, seconded by Erickson, the Board unanimously approved the location of a new transformer that will be installed east of the building and the relocation of the current transformer.

**Next regularly scheduled meeting**

Wednesday, April 15 at 4:00 p.m. in the Shattuck Room.

Respectfully submitted,

Gretchen Raab, Director

**Closed Session**

On motion of Erickson, seconded by Codner, the Board went into closed session at 5:20 p.m. as provided for in Wisconsin Statutes 19.85(1)(c) to consider the performance and compensation of the library director.

Raab, Hardina-Wilhelm, Baird, and Wulff left the meeting at 5:20 p.m.

The Finance and Personnel Committee presented the annual evaluation of the director to the Library Board. Following discussion, on motion of Rickman, seconded by Irish, the Board unanimously approved the recommendation of the Finance and Personnel Committee.

The chair of the F&PC will meet with the director to conduct the performance evaluation. The chair will forward the completed review to Human Resources. Adjournment on motion of Erickson, seconded by Rickman, the library board adjourned at 5:35 p.m.

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Respectfully submitted,

Carol Codner, Chair, Finance & Personnel Committee