

Neenah Public Library Board of Trustee Meeting Minutes – March 21, 2018

Call to Order

With Sarnecki 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: Jan Sarnecki (president), Patricia Rickman, Randy Fieldhack, Carol Codner (vice president), Lisa Hemes, Merry Whipple, Beth Irish, George Scherck, and Tami Erickson (Aldermanic representative). Members excused: Tim Kachur (Neenah Joint School District Representative), and Maggie Schuster (teen representative).

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, and Jodi Schultz, youth services librarian.

Minutes

On motion of Codner, seconded by Erickson, the Board, approved the minutes of the Library Board meeting of February 21, 2018.

Statistical Report

Total circulation is down 2%; circulation of physical materials is down 5% compared to last year at this time. Customer count is down 3%. (The library was closed a full day in February for all-staff in-service, resulting in 3% fewer open hours in February.) Wi-Fi use is up 11%.

Bills for Consideration

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

Director's Report

Youth Services Manager Wulf and adult services librarian Odegard were scheduled to attend the PLA in Philadelphia, but flights to Philadelphia were cancelled due to snow. The hot water heater has been replaced. The Neenah Joint School district is applying to be a Summer Food Service location; the library will work with NJSD to become a lunch site.

Department Reports

Youth Services: Spring Break It-Up activities are STREAM-related and are held daily during spring break at 1:00 p.m.

Adult & Technical Services: April 2 at 6pm is the next Civility Speaks. The topic will be Opioid Epidemic. The very popular Fox Valley Ghost Hunters are returning April 28. To control attendance, this will be a ticketed event.

Trust Fund Request

On motion of Rickman, seconded by Erickson, the Board unanimously approved the use of Trust Funds (Building Account) for the service of an architectural firm/commercial designer to create a plan for current and future library layout at a cost not to exceed \$10,000.

Capital Improvements Budget

On motion of Whipple, seconded by Hemes, the Board unanimously approved the addition of an exterior door from the Story Time room at a cost of \$40,000 in the 2019 Capital Improvements Program Budget for Facilities.

Policy revision: Patron Accounts

On motion of Codner, seconded by Whipple, the Board unanimously adopted the revised policy.

Fundraising

On motion of Whipple, seconded by Irish, the Board unanimously approved establishing a fundraising policy and amending the current Donation policy.

“Fundraising by organizations to benefit the Library and Library-related activities is allowed, e.g., The Friends of the Neenah Public Library, Fox Cities Reads. Other fundraising and events that include fundraising activities by outside organizations are not permitted.”

Donations/Collection site policy – amend the final line of the policy:

“The Library will not collect funds for outside organizations, nor allow for the collection of those funds on Library property, with the exception of organizations that use those funds to benefit the Library and Library-sponsored or co-sponsored events., e.g., Fox Cities Reads, Fox Cities Book Festival.”

Next regularly scheduled meeting

Wednesday, April 18 at 4:00 p.m.

Closed session

On motion of Whipple, seconded by Erickson, the Board went into closed session at 4:50 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, and Schultz left the meeting at 4:50 p.m.

The Finance and Personnel Committee presented the annual evaluation of the director to the Board. Following discussion, on motion of Fieldhack, 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 Fieldhack, seconded by Codner, the Board adjourned at 5:07 p.m.

Respectfully submitted,

Gretchen Raab