

## **Neenah Public Library Board of Trustee Meeting Minutes – July 15, 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 Shattuck Community Room. Members present: Pat Rickman (president), Beth Irish, Randy Fieldhack, Tami Erickson (Aldermanic representative), Lisa Hemes George Scherck, Nikki Winiecki, and Michael Koller.

Member excused: Jenn McMahon, (Neenah Joint School District Representative) and Carol Codner.

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 Erickson, seconded by Winiecki, the Board approved the minutes of the Library Board meeting of June 17, 2020.

### **Statistical report**

Electronic circulations are up 28% for the year. Youth digital books (Playaway) circulation is up 52%, because of the popularity of Wonderbooks. Adult Other circulation is up 1%, because of jigsaw puzzles. There were 3933 curbside pickups in June.

### **Bills for consideration**

On motion of Scherck, seconded by Erickson, the Board unanimously approved payment of the July bills.

### **Director's Report**

Director Raab is meeting with staff daily to discuss the operation of the library. The CIP Budget workshop was July 6.

### **Department reports**

Circulation Services Department

Baird held interviews this past week for the open circulation positions.

Youth Services Department

Wulff discussed the popularity of book bundles. Over 200 youth book bundles have been filled in the last several weeks. Youth has increased the number of Take and Creates. A sidewalk obstacle course has been installed outside the library building and goes around the perimeter.

Adult and Technical Services Department

Hardina-Wilhelm shared adult programs are returning virtually, with additional programs being added in July.

### **COVID-19 Expenditures**

On motion of Irish, seconded by Erickson, the Board unanimously approved up to \$30,000 from Trust Fund – General fund to cover COVID-19 expenditures.

**WE Energies transformer**

The Library is closed Friday, July 17, due to a planned power outage by WE Energies. The scheduled outage will allow WE Energies to switch power to new transformers recently installed on Library property.

**Policy Review: Administration of the Library**

The Board recommended formatting fixes and word clarification on the Administration of the Library policy.

**Next regularly scheduled meeting**

Wednesday, August 19 at 4:00 p.m.

**Adjournment**

On motion of Erickson, seconded by Winiecki, the Library Board adjourned at 5:25 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm