

Neenah Public Library Board of Trustee Meeting Minutes – July 21, 2021

Call to Order

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:03 p.m. in Yaz Community Room. Members present: Randy Fieldhack (president), Michael Koller, Tami Erickson, George Scherck, Carol Codner, Beth Irish, and Jenn McMahon and. Members excused: Pat Rickman, Lisa Hemes, Nikki Winiecki, Lukas Schmerse, and Aneka Blenker.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Adam Westbrook, Neenah city attorney.

Minutes

On motion of Scherck, seconded by Irish, the Board approved the minutes of the Library Board meeting of June 16, 2021.

Statistical report

Overall circulation is up 41% over 2020.

Koller arrived at 4:08 p.m.

Bills for consideration

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

Director's Report

The director shared that, for the first time in ten years, the 2021-2023 state budget includes an increase in funding for library systems. The funding will be shared by the 16 library systems in the state.

The library will not have access to the network on July 22, 2021 because of network maintenance. The Library will remain open.

Department reports

Circulation Services Report

Baird reported 579 curbside visits for June, and gate count was over 14,000. Coffee service has resumed. Baird read a thank you from a new card holder about our educator cards, and one from a patron whose fines had been cleared.

Youth Services Report

Wulff shared that there are almost 1,600 summer reading sign-ups. Youth programs will remain outside for the fall, until they can't because of the cold weather. All summer, patrons have been attending programs outside, no matter the weather.

Adult and Technical Services Departments

Hardina-Wilhelm explained that most adult programs will be in person in the fall. All study rooms are available for patrons to reserve, and the Yaz community room is available for groups to use.

Open Meetings Law Review

City Attorney Adam Westbrook reviewed open meetings and open records laws and how those laws pertain to library boards and local government.

Policy revision: Fines and Overdue items

On motion of Scherck, seconded by Irish, the board approved the revised Fines and Overdue Items Policy as presented.

The Library and the Winnefox Library System have established loan periods for materials. Patrons are responsible for returning materials on time and in good condition. Patrons are notified of overdue items via email, phone, mail, and for those who have registered, via text messaging. Items checked out at Neenah will generally not have overdue fines assessed for late returns. Items overdue for an extended period beyond the due date (currently 30 days) will be considered lost and the patron will be billed the replacement cost of that item. The bill will be removed when the item is returned. Accounts with long overdue items (currently 45 days overdue with a value of \$50 or more) will be referred to a collection agency. See Collection Agency Policy. Interlibrary loan items and items checked out at other Winnefox Library System libraries may have overdue fines assessed for late returns. Library accounts will be suspended when accumulated bills and fees reach \$25.00. Accounts will be reinstated when the charges are resolved, or the balance drops below \$25.00.

McMahon made a motion to implement the new fine-free policy on September 1, seconded by Irish. Motion amended by Erickson to update the Board after six months. The Board unanimously approved the motion as presented.

2021-2025 Capital Improvements Program update

On June 16, Council adopted the CIP budget as presented

Next regularly scheduled meeting

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

Adjournment

On motion of Codner, seconded by Irish, the Library Board adjourned at 5:43 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm