

Neenah Public Library Board of Trustee Meeting Minutes – September 16, 2020

Call to Order

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. in the Shattuck Community Room. Members present: Pat Rickman (president), Beth Irish, Randy Fieldhack, Tami Erickson, Jenn McMahon, George Scherck, Nikki Winiiecki, Michael Koller, and Carol Codner.

Member excused: Lisa Hemes.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager and Pat Benson, building custodian.

Minutes of the Finance and Personnel Committee

On motion of Fieldhack, seconded by Winiiecki, the Board approved the minutes of the Finance & Personnel committee meeting of August 18, 2020.

Erickson arrived at 4:03 p.m.

Minutes

On motion of Rickman, seconded by Codner, the Board approved the minutes, with corrections as presented, of the Library Board meeting of August 19, 2020, with Scherck abstaining. (Omitted from the original minutes: The air purification systems for the HVAC and the elevator will be paid using Library Trust Funds.)

Statistical report

Electronic circulations are up 2% for the year. The library circulated 47,090 physical items in August. The Youth department published 77 videos for the Summer Reading program, with total watch time of 263.9 hours. 8,799 patrons visited the interior of the Library, and an additional 1,710 patrons used curbside pickup.

Bills for consideration

On motion of Codner, seconded by Irish, the Board unanimously approved payment of the September bills.

Director's Report

Friends of the Neenah Public Library are having a Pop-up Book Sale every Saturday. Terrazzo floors will be polished September 25 after the library closes. The NHS Visual Arts Team created a mural for the tween space, and it has been installed.

Department reports

Circulation Services Department

Baird shared a table representing the number of people visiting the library since September 8. The day after Labor Day 546 patrons visited. 107 new library cards were created in August.

Youth Services Department

Wulff reported fall Library program began, with storytimes, craft and science programs, and visits with the local daycares in Shattuck Park. Interviews for a new teen library board representative will be held next week.

Adult and Technical Services Department

Hardina-Wilhelm reported 480 individuals registered for the Adult Summer Reading Challenge. Fall programs will be virtual and information may be found on the Library's Facebook and website pages.

2021-2025 CIP Budget – change request

Building Custodian Benson has inspected the roof several times over the last few weeks and shared his evaluation of the condition. Photos of the problem areas were distributed. The Board further discussed the roof condition and the timing of the maintenance. On motion of Codner, seconded by Winiecki, the Board approved moving the roof maintenance project, originally scheduled for 2024, to the 2021 CIP Facilities budget request. Director Raab will inform the Mayor and the Finance Department of the change.

Electronic Sign

The Board discussed the various options for handling the currently inoperable electronic sign. Fieldhack offered to investigate the possibility of using old hardware and will work with Circulation Services Manager Baird to see if it's possible to get the sign running again. The Board will review the various options for replacing or removing the sign as presented and discuss further at the October 21, 2020 Library Board meeting.

Patron Accounts Policy/Damaged, Lost Items, and Unreturned Items

On motion of Irish, seconded by Winiecki, the Board approved the revised policy reducing the time period that items paid for may be returned for a refund from six months to 30 days, with Codner voting nay.

Surplus Property Sales Policy

On motion of Codner, seconded by Fieldhack, the Board approved the recommended changes as presented:

Change "insures" to "ensures." Capitalize "library."

Re-wording of the third paragraph: The Library occasionally receives incentives from publishers and vendors. The Director is authorized to use those incentives as prizes for Library programs or as prizes for staff, so long as they are distributed in a fair and impartial manner. Incentives may also be given to the Friends for sale at any Friends' event.

Video Surveillance System Policy

On motion of Erickson, seconded Codner, the Board approved the recommended changes and additions as presented:

Capitalize "library" with the exception of the statute text. Include in the introduction:

Surveillance video footage is protected as a public record, per Wisconsin Statute 43.30(1m).

Add to policy: In addition, if exigent circumstances exist, i.e., if someone's life or safety is at risk, or if release of the records would stop a crime in progress or one about to occur, the video must be released to law enforcement. The Director or his/her designee should consult with the City Attorney when surveillance footage has been requested or court-ordered. The request and subsequent release of records, if any, should be documented.

Winiecki and Erickson left at 5:25 p.m.

Next regularly scheduled meeting

Wednesday, October 21 at 4:00 p.m.

Adjournment

On motion of Codner, seconded by Irish, the Library Board adjourned at 5:26 p.m.
Respectfully submitted,

Nicole Hardina-Wilhelm