

Neenah Public Library Board of Trustee Meeting Minutes – October 17, 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 Aylward Conference Room. Members present: Jan Sarnecki (president), Carol Codner (vice president), Patricia Rickman, George Scherck, Tami Erickson (Aldermanic representative), Beth Irish, Randy Fieldhack, Lisa Hemes, and Kylee Miller (teen representative). Members excused: Merry Whipple and Tim Kachur (Neenah Joint School District Representative).

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services librarian, and Yvonne DeGroot, Fox Valley Technical College.

Minutes

On motion of Rickman, seconded by Codner, the Finance & Personnel Committee approved the minutes of the September 19, 2018 Finance & Personnel Committee meeting.

On motion of Fieldhack, seconded by Rickman, the Board approved the minutes of the Library Board meeting of September 19, 2018.

Statistical Report

Overall circulation is down 2% for the year. Program attendance is up 7% for the year. WiFi use is up 12%.

Bills for Consideration

On motion of Codner, seconded by Sarnecki, the Board unanimously approved payment of the October bills.

Director's Report

Staff, along with City Building Custodian Pat Fischer, are exploring the installation of an automatic door opener for the unisex restroom door on first floor to allow for ease in opening by individuals in wheelchairs, those with limited mobility, etc. Director Raab has requested Board approval to use a portion of the Keith Niemuth Charitable Trust. On motion of Fieldhack, seconded by Irish, the Board unanimously approved the installation of an automatic door opener for the first floor unisex restroom using funds from the Keith Niemuth Trust.

Hemes arrived at 4:05 p.m.

Dave Schmidli donated four boxes of Brio toy trains to the library. A train table/toy table is being constructed for use in the Youth department. The table will replace the treehouse.

The Friends of the Neenah Public Library book sale raised \$1,500 more than last year.

Circulation Services Report: Baird shared her thoughts on the "Back in Circulation Conference" held in Madison, October 15 and 16.

Youth Services Report: Wulff and Youth Services Librarian Schultz spoke to all American Lit classes at the Neenah High School. Several classes are visiting the library on a regular basis (Wilson 2nd & 4th, Trinity 3rd

& 4th, Horace Mann 4th & 5th Magnet students.) Youth Services Staff are preparing for BooFest on October 20. Two staff members have resigned and Wulff is interviewing next week.

Adult and Technical Services Department

Hardina-Wilhem reported on a process improvement project the Technical Services department is working on, which ties in with her process improvement class she is taking at FVTC. Fox Cities Book Festival was a success. She also attended Back in Circulation Conference and is looking forward to discussing several ideas gleaned from the conference.

Strategic Plan

Yvonne DeGroot from Fox Valley Technical College Business & Industry Services provided an overview of strategic plans and the process involved in creating a plan. The Board will discuss strategic plans at a future meeting.

Library Budget

Budget workshops will begin October 30. Director Raab will email the board when the workshop for the Library is scheduled.

Next regularly scheduled meeting

Wednesday, November 14 at 4:00 p.m. in the Storytime Room. Please note this is not the third Wednesday of the month; the November meeting is rescheduled because of the Thanksgiving holiday.

Adjournment

On motion of Codner, seconded by Fieldhack, the library board adjourned at 4:59 p.m.

Respectfully submitted,

Gretchen Raab