

Neenah Public Library Board of Trustee Meeting Minutes – October 21, 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. via Zoom. Members present: Pat Rickman (president), Beth Irish, Randy Fieldhack, Tami Erickson, Lisa Hemes, George Scherck, and Carol Codner.

Member excused: Jenn McMahon, Nikki Winiecki, and Michael Koller.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager and Lukas Schmerse, teen representative nominee.

Minutes

On motion of Irish, seconded by Codner, the Board approved the minutes of the Library Board meeting of September 16, 2020.

Statistical report

Electronic circulation (Overdrive) statistics are incorrect (at the Winnefox Library System level) and should be corrected in time for the November Library Board meeting.

Bills for consideration

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

Director's Report

Donations have been received in memory of Harriet Long. The outside electronic sign has been repaired.

Department reports

Adult and Technical Services Department

Hardina-Wilhelm shared a clip of a new Facebook video created by Amy Molitor showing how to use curbside pick-up.

Circulation Services Department

Baird reported 147 new accounts were created in September. 819 curbside visits were recorded, with 5,768 checkouts at the Curbside named station (of the 45,157 total September checkouts).

Youth Services Department

Wulff is partnering with the Neenah Foundry for Family Literacy Month in November. 173 patrons signed-up for the October Reading Challenge for ages 0 to 17 years old. In September, youth staff created 65 book bundles, so far in October 158 book bundles were collected. Youth staff were meeting with YMCA 4K and childcare centers at local parks, along with kindergartners and first graders from Roosevelt Elementary School on their playground.

2021 Operating and CIP budgets

Director Raab received the Mayor's Executive budget. The Mayor has requested the Library use \$30,000 in carry forward funds towards 2021 Operating Budget and to reduce the overall Operating Budget by \$10,000. The Director has until the end of 2020 to identify the line item for the \$10,000 cut.

Strategic Plan

President Rickman asked for feedback from Board members about interest in creating a strategic plan for the Library. The Board discussed the need for a strategic plan, the importance of staff involvement and buy-in, briefly discussed the 2017 community survey, etc. The Board will delay discussions on a possible strategic plan until the threat of the pandemic has passed.

Library operations during the pandemic

Board members discussed the Library's phased reopening plan and current operating procedures (currently Phase Two/Curbside Only) and concurred that moving to curbside only was the correct call by the Director. The Director asked for feedback on criteria to use when making decisions to move from one phase of the plan to the next. The Board recommended that the Library continue to follow Health Department guidance. Board members noted that apprising Board members of changes from one phase to the next via email is sufficient.

Administration of the Library/Emergency Powers policy

On motion of Irish, seconded by Hemes, the Board approved the recommended added paragraph to the Library Board policy, Administration of the Library/Emergency Powers, as presented:

If at any point, there is an inadequate number of staff available to work, the Library may reduce services, reduce hours, or cease operations until adequate staff are available to operate the Library safely.

Teen representative nomination

On motion of Hemes, seconded by Erickson, the Board approved the appointment of Lukas Schmerse to the Library Board as an ad hoc teen representative through May 2021.

Teen representative policy

On motion of Irish, seconded by Erickson, the Board approved the recommended changes and additions to the Library Board Bylaws/Teen Representative as presented:

Under Section 1.a. Teen Representative, add to policy "up to two Teen Representatives" and "The Teen Representatives may be reappointed by the Library Board for a second one-year term."

Additional closed dates in 2020

On motion of Hemes, seconded by Codner, the Board approved closing the library on December 26, 2020 and January 2, 2021. The additional closed dates apply only to the current holiday season.

Next regularly scheduled meeting

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

Adjournment

On motion of Codner, seconded by Erickson, the Library Board adjourned at 5:24 p.m.
Respectfully submitted,

Nicole Hardina-Wilhelm