

Neenah Public Library Board of Trustee Meeting Minutes – November 14, 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, Merry Whipple, Tami Erickson (Aldermanic representative), Beth Irish, Randy Fieldhack, Lisa Hemes, and Kylee Miller (teen representative). Members excused: George Scherck 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 Alex Ramsey from Engberg Anderson.

Minutes

On motion of Hemes, seconded by Erickson, with Whipple abstaining, the Board approved the minutes of the Library Board meeting of October 17, 2018.

Statistical Report

Overall circulation is down 4% for the year. Adult book circulation is up 1% for the year and electronic material circulation is up 27%.

Bills for Consideration

On motion of Fieldhack, seconded by Whipple, the Board unanimously approved payment of the November bills.

Director's Report

Director Raab's email account was hacked Wednesday, sending phishing emails to her contacts. IT staff at Winnefox assisted in the recovery process. Raab read a thank you card to Youth Assistant Librarian Donna Leicht thanking her for including all children during story times.

Circulation Services Report: Baird reported 1,931 items were donated, clearing \$2757.80 in fines during Food for Fines.

Youth Services Report: New Assistant Librarian, Sheri Dunham, has started in the Youth Department. Sheri has taken Sara Seidling's position. Storytimes end November 30, but beginning in December, Youth staff will offer a stay and play hour on Wednesdays and Thursdays. The library is collecting books for Give-a-Kid a book. A few programs of note for December: Songs of the Season and Celebrate the Season. Classes from Wilson, Horace Mann, and Trinity continue to visit on a regular basis.

Adult and Technical Services Department

Hardina-Wilhelm reported that in 2019 the Technical Services department's process improvement project is ordering and receiving material and the Adult Services department's process improvement is the Interlibrary Loan process.

Space Planning and concept design

Alex Ramsey from Engberg Anderson presented the final redesign plan and asked for feedback. Council approved the library budget and CIP budget; the CIP budget includes funds for furnishings and rearranging some areas. Whipple noted that additional design and rearrangement options are available

because of Frank Shattuck's donation of \$200,000 for the new building, which allowed the library to raise the ceilings by two feet. Without the additional two feet, the library would not be able to embark on several of the options listed in the plan. Rickman stated that during the budget workshop with Council, aldermen commented on the noise between the first and second floor. Aldermen also noted the difficulty using self-checkout machines; several board members concurred. The director noted that she and Circulation Services Manager Baird have scheduled a meeting with a representative to discuss options with the self-checkout machines.

Library Budget-update

Common Council passed the city budget on November 13 with no changes to the library budget.

Strategic Plan

The board discussed the goal of a strategic plan, the process, etc. The board will compile the data and information they currently have from the community survey for the next meeting and determine how to proceed.

Next regularly scheduled meeting

Wednesday, December 19 at 4:00 p.m. in the Carpenter Room.

Adjournment

On motion of Whipple, seconded by Hemes, the library board adjourned at 5:13 p.m.

Respectfully submitted,

Gretchen Raab