

## **Neenah Public Library Board of Trustees Meeting Minutes – December 18, 2019**

### **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 Aylward Conference Room. Members present: Beth Irish, Carol Codner, Tami Erickson (Aldermanic representative), Randy Fieldhack, Angela Greselin (Teen representative), and Jenn McMahon (Neenah Joint School District Representative).

Members excused: Merry Whipple, George Scherck (Winnebago County representative), and Lisa Hemes.

Also present: Gretchen Raab, director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Nikki Winiecki.

### **Public questions & comments**

Introduction of Nikki Winiecki. Council will vote on Winiecki's appointment to the Library Board at the December 18, 2019 Council meeting.

### **Minutes**

On motion of Erickson, seconded by Fieldhack, the Board unanimously approved the minutes of the library board meeting of November 20, 2019.

### **Statistical Reports**

Annual circulation of physical materials is down 4% for November; electronic material circulation is up 14% over last year and up 43% over 2017; total circulation, which includes electronic materials, was down 3%. Reference questions are up 5% over last year. Programming is up 5% over last year; 14% over 2017. Program attendance is up 25% over last year—a record number of people attended library programs in 2019: 45,119.

### **Bills for Consideration**

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

### **Director's report**

Raab noted that donations in memory of Dr. Cullen Henshaw have reached \$5,000.

Raab informed the Board that management staff have created an Emergency Response Committee to update and streamline procedures in various emergencies. The Manager on Duty, (MOD), will carry a library cell phone and will promptly respond to all requests for assistance.

Raab noted that First Amendment Audits are being conducted in public buildings. (First Amendment Audits are a form of activism in the United States designed to test the rights of an individual to film in a public space.) Library staff have received direction on handling videotaping by individuals/organizations not affiliated with the Library.

### **Department Reports**

Circulation Services: Baird reported that a new Circulation Services Casual employee was hired and starts January 7<sup>th</sup>. She also noted that patrons appreciate the Friends' book sale shelf.

Wulff noted that a record number of new books were donated to the "Give a Kid a Book" collection (737). The Brigade was very thankful for the donation. Wulff reported that Youth staff did an informal

play-space study Dec 2-6 and found that an average of 100 people (children/parents) per day were using the baking-themed play area.

### **Monthly Financial Reports**

Raab went over the revenue and expenditures, which remain on target for this time of year.

### **Nominating Committee 2020**

Rickman appointed Irish to the Nominating Committee.

### **Qualified Charitable Distributions**

Raab reported on her findings regarding donations to public libraries vs 501(c)(3) organizations. City Attorney Godlewski advised that a disclaimer be included with acknowledgements/receipts: Donors should consult a tax advisor/attorney/accountant/IRS to confirm that a donation meets their specific needs and to ensure that the donor receives the maximum benefit of the donation.

### **Library Usage Study**

Wulff presented a report of the library use study conducted on Tuesday evenings in September, October, and November. Graphs highlighted the popular study areas, group work at tables, and use of devices. Findings confirmed staff expectations.

### **Usage Statistics**

Baird distributed data and graphs created from the new door counter program. She pointed out the busier times of day and days of the week for the month of November.

### **Next regularly scheduled meeting**

Wednesday, January 15, 2020 at 4:00 p.m.

### **Adjournment**

On motion of Erickson, seconded by Codner, the Library Board adjourned at 5:05 p.m.

Respectfully submitted,

Gretchen Raab  
Library director