

## **Neenah Public Library Board of Trustee Meeting Minutes – December 16, 2015**

### **Call to Order**

The Neenah Public Library Board of Trustees on Wednesday, December 16, 2015 at 4:00 p.m., in the Carpenter Conference Room. Members present: Merry Whipple (president), Carol Codner (vice-president), Tom Widener, Jan Sarnecki, Randy Fieldhack, Beth Irish, Patricia Rickman, Tami Erickson (Aldermanic Representative), Tim Kachur (Neenah Joint School District Representative) and teen representative Cassidy Kemppainen. Member excused: Lisa Hemes. Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Britten, circulation manager, and Katrina Collins, youth services manager, Jodi Schultz, youth services librarian, and members of the public Lisa Robak and Brandon Robak.

With Whipple in the chair, the library board meeting was called to order at 4:01 p.m.

### **Public questions & comments**

None.

### **Minutes**

On motion of Sarnecki, seconded by Codner, the Board approved the minutes of the Library Board Meeting of November 18, 2015.

### **Statistical Report**

Circulation of both youth and adults books from November 2014 to November 2015 is up. Youth book circulation for the year is up 6%. Electronic Circulation is also steadily increasing. Program attendance is up 6% for the year.

### **Bills for Consideration**

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

### **Director's Report**

Neenah, Menasha, and Ripon Public Library patrons may now place 50 items on hold – increased from 25 holds. Soon, Neenah, Menasha, and Ripon library cards will renew for 36 months, instead of the current 16 months. A library patron donated money for the purchase of a 3-D printer. Aylward room was repainted and the new tables arrived.

### **Department Reports**

Youth Services: Collins introduced new Youth Services Librarian Jodi Schultz and announced Teresa Rieckmann is the new Assistant Youth Services Librarian. Staff are reorganizing picture books by topic. Schultz left the meeting at 4:20 p.m.

Circulation Services: Britten discussed Food for Fines and statistics for the self-check machines.

Adult Services: Hardina-Wilhelm mentioned the first annual patron appreciation will take place December 20 – December 31. Patrons will receive scratch off tickets to win rewards at all three service desks. Hardina-Wilhelm highlighted written WLA reports by Mike Thomas and Richie Zaborowski.

Technical Services (Hardina-Wilhelm): Judy Osier is retiring January 8, 2016. Her going away celebration will be January 8 at noon at the Library. Her retirement party will be January 9 at 5:30 p.m. at Good Company. Invitations will be sent soon. Interviews for Judy's replacement took place December 15. Baking pans and candy molds are now circulating.

**Nomination Committee for 2016 officers**

Whipple and Irish will serve on the nominating committee.

**ADA Checklist for Barrier Removal**

Library staff are following recommendations made by CVMIC to make the Library as accessible as possible for all users and visitors.

**Banning a patron**

On motion of Irish, seconded by Whipple, the Library Board banned a patron from the Library until June 1, 2016.

**Adjournment**

On motion of Sarnecki, seconded by Fieldhack, the Library Board adjourned at 5:15 p.m.

Respectfully submitted,

Gretchen Raab, Library Director