

## **Neenah Public Library Board of Trustee Meeting Minutes – January 15, 2020**

### **Call to Order**

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Pat Rickman (president), Lisa Hemes, Beth Irish, George Scherck, Nikki Winiecki, Randy Fieldhack, Tami Erickson (Aldermanic representative), and Jenn McMahon, (Neenah Joint School District Representative). Members excused: Carol Codner, Merry Whipple, and Angela Greselin.

Also present: Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

### **Minutes**

On motion of Fieldhack, seconded by Erickson, the Board approved the minutes of the Library Board meeting of December 18, 2019, with Scherck abstaining.

### **Statistical report**

Electronic circulation is up 14% for the year. Physical material is down 4% for the year. Program attendance is up 24% for the year.

### **Bills for consideration**

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

### **Director's Report**

Raab gave an update on the donations received in 2019. A 2020 donation was received from the Keith Neimuth estate. The sink in the storytime room has been removed; a washer and dryer will be installed in its place.

### **Department reports**

#### **Circulation Services**

Baird is training two new staff members. Self-check machines have been upgraded to Windows 10.

#### **Youth Services Department**

Wulff discussed the success of the two Study Nights on January 12 & 13 and the request to have them regularly. Youth Services partnered with Neenah High School's Health Careers Academy for a successful Stuffed Animal Clinic on January 11. Wulff will be speaking at two conferences discussing play and literacy areas.

#### **Adult and Technical Services Department**

Hardina-Wilhelm discussed progress of the Emergency Response Committee. Adult Services is shifting nonfiction and other collections on the second floor. Tech Services is monitoring and pulling books for the very successful Friends of the Neenah Public Library ongoing book sale. In partnership with the League of Women Voters, there is a computer dedicated to registering citizens to vote.

### **2020 Officers**

On behalf of the Nominating Committee, Irish presented the slate of officers for 2020: Rickman for President, Fieldhack for Vice President, and Codner for Chair of Finance & Personnel. Rickman asked for

nominations from the floor. None were presented. On motion of Irish, seconded by Erickson, the Board unanimously approved the slate officers. Rickman remained in the chair of President.

**Presidential appointment of Finance & Personnel Committee member**

Rickman appointed Erickson as the fourth member of the Finance & Personnel Committee.

**Fine Free Libraries**

The Board discussed the benefits of and obstacles to going “fine free.” Fieldhack will research how to address the \$30,000 in potential lost revenue. Board members will research the topic further and discuss at the next Board meeting.

**Collection Agency Fee**

On motion of Fieldhack, seconded by Irish, the Board approved reducing the collection fee to \$10.00 to more closely reflect the actual cost charged to the Library beginning in 2021. Rickman, Irish, Hemes, Scherck, Fieldhack, McMahon, and Winiecki voting aye, and Erickson voting nay. Director Raab will bring a list of collection agency fees charged by other public libraries to the February Board meeting.

Winiecki left at 5:10 p.m.

**Transfer of Trust funds**

On motion of Fieldhack, seconded by Irish, the Board unanimously approved the transfer of \$100,000 from General fund to the Programming fund.

**Yekta Room furnishings**

On motion of Fieldhack, seconded by Hemes, the Board unanimously approved the use of Trust funds (up to \$18,000) for furnishings and associated supplies.

Fieldhack left at 5:20 p.m.

**Deposit Collections**

Erickson reported on her discussions with ThedaCare Hospital to provide materials for children in the Emergency Room waiting area. Raab and Wulff will follow-up.

**Next regularly scheduled meeting**

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

**Adjournment**

On motion of Erickson, seconded by Hemes, the Library Board adjourned at 5:30 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm