

## **Neenah Public Library Board of Trustees Meeting Minutes – January 16, 2019**

### **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 Carpenter Conference Room. Members present: Jan Sarnecki (president), Randy Fieldhack, George Scherck, Beth Irish, Merry Whipple, and Tami Erickson (Aldermanic representative). Members excused: Carol Codner (vice president), Lisa Hemes, Patricia Rickman, Tim Kachur (Neenah Joint School District representative), and Kylee Miller (Teen representative).

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

### **Public questions & comments**

None.

### **Minutes**

On motion of Fieldhack, seconded by Whipple, the Board unanimously approved the minutes of the Library Board meeting of December 19, 2018 with the correction of Wulff's title as youth services manager.

### **Statistical Reports**

Annual circulation of physical materials was down 5% for 2018; electronic material circulation was up 22% for December and 25% annually. Program attendance was up 21% in December, and 5% annually. Reference questions were up 2% for December and programming statistics continue to increase. The director noted that the customer count may be incorrect; if so, the correct numbers will be reported at the February Board meeting.

### **Bills for Consideration**

On motion of Whipple, seconded by Scherck, the Board unanimously approved payment of the remaining 2018 and early January 2019 bills.

### **Director's report**

Raab reported that staff who were below the new minimum starting pay received raises. (The new rates are a result of last year's compensation study approved by the City.) The annual Staff In-service will be held on Monday, February 18. This year's sessions will focus on mental health and communication skills. The Library will be closed all day. The Library received several monetary donations at the end of 2018.

### **Department Reports**

Youth Services: Wulff reported that several of the Youth Department collections will be moving or have moved to different areas to improve visibility and access to those items. The Teen collection will be re-located to the 2<sup>nd</sup> floor. Tiffany Wood, the newly hired assistant librarian in Youth Services, started on January 7. Wulff spoke about "Reach Out and Read", a program that provides books to children during their well-child visits.

### **Monthly Financial Reports**

Raab went over the expenditures, which were at 98% spent for 2018.

### **Election of 2019 officers**

On behalf of the Nominating Committee, Whipple presented the slate of officers for 2019: Sarnecki for President, Rickman for Vice President, and Irish for Chair of Finance & Personnel. Sarnecki asked for nominations from the floor. None were presented. On motion of Whipple, seconded by Erickson, the Board unanimously approved the slate officers. Sarnecki remained in the chair of President.

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

Sarnecki appointed Erickson as the additional member of the Finance & Personnel Committee.

### **Policy Revision: Public Internet**

Revisions were discussed. Raab will bring the updated policy to the next Board meeting.

### **Project Update**

Replacement chairs for staff workstations have been ordered. The new meeting room (#203) has been completed. The Board discussed naming the room. Consensus was to use the room number for now.

### **ADA Audit Report**

Baird reported on the findings of the City-wide facilities audit for ADA accessibility that was presented to Committee of the Whole (City Council) in December. Five of the eight deficiencies noted for the Library can be fixed or have been fixed already. Baird will consult with the Safety Committee regarding possible solutions/clarification for the other three items.

**Library Legislative Day is Tuesday, February 12, 2019.**

### **Next regularly scheduled meeting**

Wednesday, February 20, 2019 at 4:00 p.m.

### **Adjournment**

On motion of Whipple, seconded by Fieldhack, the Library Board adjourned at 4:56 p.m.

Respectfully submitted,

Gretchen Raab  
Library director