

## **Neenah Public Library Board of Trustees Meeting Minutes – January 17, 2018**

### **Call to order**

The Neenah Public Library Board of Trustees met on Wednesday, January 17, 2018 at 4:00 p.m., in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Carol Codner (chair, Finance & Personnel Committee), Beth Irish, Merry Whipple, Jan Sarnecki (vice president).

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

With Fieldhack in the chair, on motion of Fieldhack, seconded by Irish, the Board unanimously approved to invoke Article 4, Section 4 of its bylaws, in accordance with Wis. Stats. 43.54(1)(e), and called the meeting to order at 4:02 p.m. with a five-person quorum.

### **Public questions & comments**

None.

### **Minutes**

On motion of Sarnecki, seconded by Codner, the Board unanimously approved the minutes of the library board meeting of December 20, 2017.

### **Statistical Reports**

Circulation for physical materials held steady for the year; with the inclusion of electronic materials, circulation was up 1%. Reference questions and programming statistics continue to increase.

### **Bills for Consideration**

On motion of Sarnecki, seconded by Whipple, the Board unanimously approved payment of the remaining 2017 and January 2018 bills.

### **Director's report**

Raab added that she will be on a joint system committee that will begin discussions regarding the desirability and possibility of merging the automation system of WALs (Winnefox Automated Library Services) and Outagamie-Waupaca Library System's OWLSNET. The automation systems are the computer systems libraries use as a catalog, a patron database, and for checking items in and out.

### **Department Reports**

Circulation Services: Baird reported that Julie Krause, the Circulation Services Assistant Librarian and Volunteer Coordinator, has resigned. Help for the Homeless Drive will be February 18-March 11.

Youth Services: Wulff reported that Martha Moore, Assistant Librarian is retiring after 27 years. The Winter Read-to-Me Challenge will be the month of February. Read 100 books to receive a free book.

2017 statistics for the monthly legal clinics offered at Neenah, Menasha, and Oshkosh libraries were distributed.

### **Election of 2018 officers**

On behalf of the Nominating Committee, Codner presented the slate of officers for 2018: Sarnecki for President, Codner Vice President, and Rickman Chair of Finance & Personnel. Fieldhack asked for any nominations from the floor. None were presented. On motion of Whipple, seconded by Irish, the Board unanimously approved the slate officers. Sarnecki chaired the remainder of the meeting as President.

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

Sarnecki will ask Erickson to serve as the fourth member of the Finance & Personnel Committee.

**Monthly Financial Reports**

Preliminary reports show that library has an end-of-year balance of approximately \$35,000. The director is looking into line items that were over-budget.

**Policy Revision: Personnel**

On motion of Fieldhack, seconded by Whipple, the Board approved the revised Personnel policy.

**Policy Revision: Patron accounts**

The policy revision for patron accounts was deferred to next month's Board meeting.

**Summer Food Service Program**

On motion of Fieldhack, seconded by Irish, the Board approved staff to actively pursue library involvement and sponsorship in this DPI program.

**Director's Performance Evaluation**

The Finance & Personnel Committee will schedule the director's review at the February Library Board meeting. The director's 2018 goals will be discussed at the February meeting.

**Adjournment**

On motion of Whipple, seconded by Fieldhack, the Library Board adjourned at 4:52 p.m.

**Next regularly scheduled meeting**

Wednesday, February 21, 2018 at 4:00 p.m.

Respectfully submitted,

Gretchen Raab, Director