

Neenah Public Library Board of Trustee Meeting Minutes – January 18, 2023

Call to Order

With President Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. Members present: Randy Fieldhack, Carol Codner, George Scherck, Tami Erickson, Pat Rickman, Michael Koller, Jenn McMahon, Beth Irish, Lisa Hemes, Ellie Mertes, and Harrison Flint.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, deputy director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, Amy Fairchild, City of Neenah Human Resources & Safety Director, and Clairellyn Sommersmith, Assistant Director, Winnefox Library System.

Minutes

On motion of Codner, seconded by Irish, the Board approved the minutes of the Library Board meeting of December 21, 2022, and the Nominating Committee meeting minutes of January 11, 2023.

Statistical report

Physical and electronic circulation is up 9% for the year.

Bills for consideration

On motion of McMahon, seconded by Codner, the Board approved payment of the January bills and the payment of the remaining 2022 bills.

Director's Report

Due to severe weather, the Library closed to the public at 5 p.m. on Thursday, December 22 and all-day Friday, December 23.

Department reports

Circulation Services Report, Nancy Baird

Hong Zhang, currently a library assistant casual employee, has accepted the permanent library assistant position. Thirty-three new volunteers started in 2022.

Youth Services Report, Katrina Wulff

The drop-in Stuffed Animal Clinic will be held January 21 between 10:30-11:30 a.m. Youth staff regularly visit every NJSD elementary school. In the month of December, 567 students were read to, and most did an extension activity as well.

Technical and Adult Services Report, Nicole Hardina-Wilhelm

46 individuals participated in the Fall into Reading Challenge between November 1 and December 31, with 317 reading prompts and activities completed. Tech services staff visited the Menasha Public Library to learn more about 9xx, an acquisitions software (add-on) to simplify and streamline the ordering process.

2023 Library Board Officers

On behalf of the Nominating Committee, Koller presented the slate of officers for 2023: Koller for President, McMahon for Vice President, and Irish for Chair of Finance & Personnel. Fieldhack asked for nominations from the floor. None were presented.

On motion of Rickman, seconded by Erickson, the Board unanimously approved the slate of officers as presented. Koller assumed the chair as President of the Board.

Presidential appointment of the fourth member of the Finance and Personnel Committee

Koller appointed Codner to the Finance and Personnel Committee.

New Director Selection Committee report

Codner reported one candidate will interview on January 18 following the board meeting, and another candidate will interview on January 19.

Water bottle filling station

On motion of Rickman, seconded by Hemes, the Board approved the use of up to \$3,000 from Trust Funds for the purchase and installation of a water bottle refilling station on the second floor.

Retirement party for Director

On motion of Rickman, seconded by Hemes, the board approved the use of up to \$2,000 from Trust Funds for a retirement reception for retiring Library Director Raab.

Library Board member resignation

Nikki Winiecki has resigned from the Library Board. The director will contact Mayor Lang about the opening.

Next regularly scheduled meeting

Wednesday, February 15, 4:00 p.m.

Adjournment

On motion of Fieldhack, seconded by Erickson, the Library Board adjourned at 4:30 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm