

## **Neenah Public Library Board of Trustee Meeting Minutes – March 20, 2019**

### **Call to Order**

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (president), Beth Irish, Merry Whipple, Carol Codner, Tami Erickson (Aldermanic representative), Randy Fieldhack, Lisa Hemes, and Tim Kachur (Neenah Joint School District Representative). Members excused: Patricia Rickman (vice president), George Scherck, and Kylee Miller (teen representative).

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 Codner, seconded by Whipple, the Board approved the minutes of the Library Board meeting of February 20, 2019.

On motion of Sarnecki, seconded by Irish, the Finance and Personnel Committee approved the minutes of the March 6 meeting.

### **Statistical Report**

Overall circulation is down in February. The library closed early two days in February because of the inclement weather. Teen and youth audio book checkouts increased over last February, and Adult books are up 1% over last February.

### **Bills for Consideration**

On motion of Whipple, seconded by Codner, the Board unanimously approved payment of the March bills.

### **Director's Report**

Director Raab reported that the Library plans to partner again with the school district to serve lunches at the library during the summer months.

Circulation Services Report: Friends of the Library selected Sandy Krupka as the volunteer of the year. The volunteer picnic will be August 11 at the library.

Youth Services Report: Wulff shared information about a new program for expectant parents, Books & Bellies. Wulff continues to stock a bookshelf at St. Joe's Pantry weekly. Youth books are the most popular taken, but also adds adult titles. Youth department is offering programs for Spring Break Tuesday-Thursday. Youth department staff continue to visit several Neenah schools, including monthly visits to the High School. Also, school visits to the library have resumed.

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

Author Beverly Lewis is visiting the library on April 8 at 1:30 p.m. In partnership with the Neenah Historical Society, the library will show "Suffragettes in the Silent Cinema" on March 21 at 7:00pm. The Bibliocycle is built and should be ready to roll this Spring.

Erickson arrived at 4:12 p.m.

**Carry-forward Funds**

The director explained the change in the carry-forward funds available.

**Water Bottle Refilling Station**

The board tabled further discussion pending further information from Director Raab on cost and placement of a first floor water bottle refilling station.

**Hot Water Dispenser**

On motion of Fieldhack, seconded by Whipple, the Board unanimously approved the use of carry-forward funds to purchase and install a hot water dispenser at a cost of \$1,500.

**Policy Revision: Public Internet policy**

On motion of Whipple, seconded by Hemes, the Board approved the revised policy contingent on corrections and suggestions made.

**Next regularly scheduled meeting**

Wednesday, April 17 at 4:00 p.m. in the Carpenter Room.

**Closed Session**

On motion of Whipple, seconded by Hemes, the Board went into closed session at 4:47 p.m. as provided for in Wisconsin Statutes 19.85(1)(c) to consider the performance and compensation of the library director.

Raab, Hardina-Wilhelm, Baird, and Wulff left the meeting at 4:47 p.m.

The Finance and Personnel Committee presented the annual evaluation of the director to the Library Board. Following discussion, on motion of Whipple, seconded by Codner, the Board unanimously approved the recommendation of the Finance and Personnel Committee.

The chair of the F&PC will meet with the director to conduct the performance evaluation. The chair will forward the completed review to Human Resources.

**Adjournment**

On motion of Sarnecki, seconded by Hemes, the library board adjourned at 5:12 p.m.

Respectfully submitted,

Gretchen Raab