

## **Neenah Public Library Board of Trustee Meeting Minutes – March 20, 2024**

### **Call to Order**

The meeting of the Neenah Public Library Board of Trustees held on March 20, 2024, in the Shattuck Community Room, was called to order by President Koller at 4:00 p.m.

Members present: Michael Koller, Tami Erickson, Randy Fieldhack, Lisa Hemes, Beth Irish, Pat Rickman, George Scherck, Carol Codner, Alivia Haller, and Harrison Flint.

Members excused: Jenn McMahon and Joshua Kutney

Also present, Nicole Hardina-Wilhelm, director, Nancy Baird, circulation services manager, Mehta Hess, adult services manager, Katrina Wulff, youth services manager.

### **Minutes**

On motion of Hemes, seconded by Erickson, the Board approved the Library Board meeting minutes of February 21, 2024.

On a motion of Irish, seconded by Koller, the Board approved the Finance & Personnel Committee meeting minutes of March 7, 2024.

### **Director's and Technical Services Report**

Director Hardina-Wilhelm reported that the library will close to the public on Friday, April 12<sup>th</sup> for the replacement of the electrical panel. Curbside service will be available.

Technical Services is now fully staffed so ordering and processing new adult materials has resumed.

### **Department reports**

Youth Services Department

Wulff highlighted the upcoming spring youth programs, noting several outreach events that will include the Bibliocycle. Wulff relayed a library story from a Fresh Pages parent.

Adult Services Department

Hess announced that Justine Elliott has been hired as the new part time librarian in the department. Hess also highlighted several well attended popular programs that occurred in February. She informed the Board of a few upcoming programs, including Sunday concert series in April. Hess mentioned a library story from a long-time card holder.

Circulation Services Department

Baird noted an increase in Outagamie County residents applying for Neenah Library cards. She informed the Board that the Friends of the Neenah Public Library chose Dodie Gauthier as the 2023 Volunteer of the Year. She will receive her recognition in April. Baird gave a synopsis of a library story involving staff retrieval of a book because the patron was unable to go upstairs.

### **Bills for consideration**

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

### **Library Employee Step Plan**

On the motion of Fieldhack, seconded by Rickman, the Board approved transferring \$10,951 from the Tech Reserve Fund to the Electronic Materials budget to offset the salary step plan implementation adjustment increase in salaries and fringes.

### **Director's 2024 Goals**

On the motion of Codner, seconded by Fieldhack, the Board approved the director's 2024 goals.

**Policy Revision: Premium Pay**

On the motion of Irish, seconded by Erickson, the Board approved the removal of premium pay for work past 5:00 p.m. on Saturday evenings.

**Policy Revision: Damaged, Lost and Unreturned Items**

On a motion by Rickman, seconded by Hemes, the Board approved the revisions for the Damaged, Lost, and Unreturned Item policy, with Irish voting nay.

*Fees are charged for repairing or replacing damaged, lost, and unreturned items. If an item is damaged beyond repair or is lost or not returned, the patron will be charged the cost of replacing the item. The original list price will be charged whenever possible. When the original price is not known, the replacement fee is determined by the Winnefox Library System default price. Refunds are not given when the damaged or lost item has been paid for.*

*Library accounts will be suspended when accumulated fees and charges reach \$25.00. Accounts will be reinstated when the charges are resolved, or the balance drops below \$25.00.*

**Next regularly scheduled meeting**

Wednesday, April 17, 2024, at 4:00 p.m. in the Shattuck Community Room.

**Adjournment**

On motion of Erickson, seconded by Hemes, the Library Board adjourned at 5:12 p.m.

Respectfully submitted,



Nancy Baird