

Neenah Public Library Board of Trustee Meeting Minutes – April 18, 2018

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), Patricia Rickman, Randy Fieldhack, Carol Codner, Merry Whipple, Beth Irish, George Scherck, Tim Kachur, and Tami Erickson. Members excused: Lisa Hemes, and Maggie Schuster (teen representative).

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager and Amy Molitor, volunteer coordinator.

Minutes

On motion of Rickman, seconded by Sarnecki, the Finance and Personnel committee approved the minutes of the March 16, 2018 meeting.

Whipple moved to accept the minutes of the March 21, 2018 Board meeting. Erickson seconded. Sarnecki requested a correction in the March meeting minutes under Capital Improvements Budget: “not to exceed” should be added to the request for \$40,000 for the exterior door in the story time room. On motion of Codner, seconded by Irish, the Board approved the amended minutes of the Library Board meeting of March 21, 2018.

Statistical Report

Audiobook circulation is holding steady. Total circulation for the year is down 5%. Adult programming attendance is up 11%. We continue to see an increase in Wi-Fi use, with an increase of 13%.

Bills for Consideration

On motion of Whipple, seconded by Fieldhack, the Board unanimously approved payment of the April bills.

Director’s Report

The library was closed Sunday, April 15 and opened at noon, April 16, due to severe weather conditions. Raab is meeting with the architect and a designer on April 25 to take an inventory of the library’s shelving and seating and service areas. Raab will be attending training on the summer lunch program on May 21, along with Molitor, Wulff, and Schulz.

Department Reports

Circulation Services: Baird introduced the new volunteer coordinator, Amy Molitor. Molitor announced the Friends of the Library’s selection of volunteers of the year: Daniel Hengels and Sarah Pollard.

Youth Services: Wulf distributed SOAR: Summer Library Experience posters. Youth Services is hiring two library aides.

Adult & Technical Services: Max Out Your Library card month was a success. 63 patrons entered the drawing, each checking out 100 items in March. Two winners selected Kindle Fires. Short Story night continues to be popular, with 45 attendees at the latest event held at Broken Tree.

ACT 420

On motion of Fieldhack, seconded by Whipple, the Board unanimously approved billing Calumet, Fond du Lac, Waushara, and Green Lake Counties.

Paperless Agendas

On recommendation of Rickman, Raab asked if board members would rather prefer to receive electronic agendas over paper agendas. Irish, Codner, Erickson, Kachur, Fieldhack, and Rickman asked to receive electronic agendas only.

Policy review: Administration of the Library

On motion of Whipple, seconded by Rickman, the Board unanimously approved the revised Administration of the Library Policy (formerly known as Director Policy).

Reappointment

Fieldhack and Rickman have been reappointed by Mayor Kaufert to the Library Board for three additional years.

Next regularly scheduled meeting

Wednesday, May 16 at 4:00 p.m.

Adjournment

On motion of Fieldhack, seconded by Whipple, the library board adjourned at 4:55 p.m.

Respectfully submitted,

Gretchen Raab