

## **Neenah Public Library Board of Trustee Meeting Minutes – May 17, 2017**

### **Call to Order**

With Fieldhack 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: Randy Fieldhack (president), Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Merry Whipple, Patricia Rickman, Tim Kachur (Neenah Joint School District Representative), Tami Erickson (Aldermanic representative) and Cassidy Kempainen (teen representative). Members excused: Jan Sarnecki (vice president) and Lisa Hemes.

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 Whipple, seconded by Codner, the Board approved the minutes of the Library Board meeting of April 19, 2017.

### **Statistical Report**

Physical checkouts are holding steady for the year and electronic circulation for year is up 1%. March 2017 statistics were corrected.

### **Bills for Consideration**

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

### **Director's Report**

In 2016, 244 people attended the free legal clinics and 181 people had their taxes prepared. The 2017-2021 Capital Improvements Program budget was approved by Council on May 3.

### **Department Reports**

Circulation Services: Baird ordered a new self-checkout monitor. Patrons may now receive emailed receipts when using the self-check machines.

Youth Services: Wulff and Schultz are visiting all Neenah elementary schools and Shattuck Middle School. SOAR material has been sent to parochial schools and day cares in the area. Hannah Schraufnagel was selected to attend a four-day retreat to the Youth Services Institute this summer.

Adult & Technical Services: Hardina-Wilhelm, Baird, & Wulff attended a two-day LEAN workshop on process mapping. The library will unveil a new website at the end of the month. Adult services librarian Richie Zaborowske and youth services librarian, Jodi Schultz received exemplary employee awards at the May 17 Common Council Meeting.

### **Teen Representative (new)**

On motion of Irish, seconded by Rickman, the Board unanimously approved the selection of Maggie Schuster as Ad Hoc Teen Library Board Representative for a term of one year to begin June 2017 and to run through May 2018.

### **ACT 420 Payments**

Codner made a motion to bill only Calumet County, seconded by Irish. Erickson called for a point of order as this motion was made at the April Board meeting and failed. Codner withdrew her motion.

Codner made a motion to bill Calumet and Fond du Lac Counties, seconded by Widener. The motion was defeated: Widener and Irish voting aye; Fieldhack, Codner, Whipple, Rickman, Kachur, Erickson voting nay.

Rickman made a motion to bill Calumet, Fond du Lac, Waushara, and Green Lake counties, seconded by Whipple. The motion passed: Fieldhack, Whipple, Rickman, Kachur, Erickson voting aye; Widener, Codner, and Irish voting nay.

### **Meeting Room policy**

Changes were made to the proposed revised meeting room policy. The policy will be brought to the June meeting for possible adoption.

### **Survey update**

Library board briefly discussed the results of the community survey. The director is preparing a document for distribution. Board will discuss the qualitative results at the June and subsequent board meetings.

### **Next regularly scheduled meeting**

Wednesday, June 21, 2017 at 4:00 p.m.

### **Adjournment**

On motion of Whipple, seconded by Codner, the board adjourned at 5:25 p.m.

Respectfully submitted,

Gretchen Raab, Director