

Neenah Public Library Board of Trustee Meeting Minutes – June 19, 2024

The meeting of the Neenah Public Library Board of Trustees held on June 19, 2024, in the Shattuck Community Room, was called to order by Koller at 4:00 p.m.

Members present: Tami Erickson (Aldermanic representative), Randy Fieldhack, Lisa Hemes, Michael Koller (president), Joshua Kutney, Jenn McMahon (Neenah Joint School District representative), Pat Rickman, George Sherk (Winnebago County representative), Harrison Flint (teen representative), and Alivia Haller (teen representative).

Members excused: Carol Codner and Elizabeth Irish.

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 Erickson, seconded by Koller, the Board approved the Library Board meeting minutes of May 15, 2024. Scherck and Hemes abstained.

Director's and Technical Services Report

Director Hardina-Wilhelm spoke about an interview with Mayor Lang on WHBY. Hardina-Wilhelm relayed a library story from a mother and daughter from Little Chute who were very complimentary of our welcoming atmosphere and programming.

Department reports

Adult Services Department

Hess talked about the success of the Adult Summer Reading Challenge, a partnership with the Youth department on Citizen Science initiatives, and the upcoming Repair Café in partnership with Repair Café Fox Cities. She also noted a library story about how much a couple appreciated how the library staff went above and beyond to help get their wills notarized.

Fieldhack arrived at 4:19 p.m.

Circulation Services Department

Baird gave an update on the status of our new self-checks and Menasha Public Library's temporary closure. She also spoke about the number of free lunches served to children every weekday, sometimes as many as 200+. Baird shared a library story from a 74-year-old mother and disabled daughter complimenting the library staff on being positive and respectful.

Youth Services Department

Wulff relayed that the library has been very busy with nine weekly programs, five outreach programs, and five groups visiting the library every week. She shared a library story submitted by a teacher who regularly uses our Educator Collection services. She appreciated how we were able to gather specific books for her students who need extra support during read aloud time.

Bills for consideration

On the motion of Fieldhack, seconded by McMahon, the Board unanimously approved payment of the June bills.

Proposed New Policy: Exam Proctoring

On the motion of Fieldhack, seconded by Rickman, the Board approved the Exam Proctoring policy:

The library staff offers proctoring services for both written and online exams upon individual request, contingent upon staff availability. Appointments are mandatory, and same-day proctoring services are not available. A fee of \$15 per exam is applicable and must be paid to the Neenah Public Library on the day of the examination. The Board will review the policy annually.

Policy Revisions: Days and Hours of Operation

On the motion of Rickman, seconded by Erickson, the Board approved the library closing one day annually for staff engagement, instruction, and training at the discretion of the director.

Erickson left at 5:14 p.m.

Harrison left at 5:24 p.m.

Next regularly scheduled meeting

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

Adjournment

On motion of Koller, seconded by Fieldhack, the Library Board adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Katrina Wulff', with a stylized, cursive script.

Katrina Wulff