

## **Neenah Public Library Board of Trustee Meeting Minutes – July 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), Carol Codner (vice president), Patricia Rickman, Randy Fieldhack, George Scherck, Beth Irish, Tami Erickson (Aldermanic representative) and Kylee Miller (teen representative). Members excused: Tim Kachur (Neenah Joint School District Representative), Merry Whipple, and Lisa Hemes.

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, and Jodi Schultz, youth services librarian.

### **Minutes**

On motion of Codner, seconded by Fieldhack, the Board approved the minutes of the Library Board meeting of June 20, 2018.

### **Statistical Report**

Adult book circulation for June is up 4% and teen book circulation for June is up 5%. Magazine circulation continues to go up, with a 9% increase over last June. Overall circulation for June 2018, which includes electronic materials, is the same as June 2017. Total circulation for the year is down 3% over last year. WiFi usage continues to increase. Programming numbers also continue to grow.

### **Bills for Consideration**

On motion of Fieldhack, seconded by Erickson, the Board unanimously approved payment of the July bills.

### **Department Reports**

Youth Services: Shultz reported that 2202 patrons have signed up for the summer reading program. The Tuesday afternoon programs continue to be very popular.

Adult & Technical Services: Hardina-Wilhelm mentioned that Technical Services is working on reclassifying youth nonfiction.

### **Space planning and concept design**

The board discussed the report from Engberg Andersen and shared their ideas and feedback on the initial suggestions by Engberg Anderson.

Miller left at 4:47pm.

### **Library Board Bylaws**

Director Raab will revise the current bylaws and bring a draft to the August meeting.

### **OWLSnet and WALs-study update**

Director Raab reported that talks continue between OWLS, Nicolet Federated Library System, and Winnefox regarding a possible merger of the two ILS systems, OWLSnet and WALs.

Schultz left at 5:00 pm

### **Updates on summer visits and circulation**

Director Raab reported that circulation is up 2% for the first two weeks in July over the same period in 2017. The visitor count is up 9.7% for the same time period.

**Summer Lunches**

Volunteers have distributed over 1000 meals this summer. All involved believe it was a very successful first year and hope to increase the number of days we can offer it next year.

**Next regularly scheduled meeting**

Wednesday, August 15 at 4:00 p.m. in the Aylward Room.

**Future Agenda items**

Engberg Anderson architects will meet with Library staff and the Board on August 15.

Possibility of formulating a Strategic Plan for the Library.

Creating a pool of potential Library Board members to draw on when there is an opening.

How to handle the gap between the summer lunch program and school-year lunches.

**Adjournment**

On motion of Fieldhack, seconded by Codner, the library board adjourned at 5:27 p.m.

Respectfully submitted,

Gretchen Raab