

## **Neenah Public Library Board of Trustee Meeting Minutes – August 16, 2017**

### **Call to Order**

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:03 p.m. in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Patricia Rickman, Tami Erickson (Aldermanic representative), and Tim Kachur (Neenah Joint School District Representative). Members excused: Tom Widener, Beth Irish, Merry Whipple, Lisa Hemes, Maggie Schuster (teen representative).

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 Sarnecki, seconded by Erickson, the Board approved the minutes of the Library Board meeting of July 19, 2017.

### **Statistical Report**

Physical checkouts are up 2% over last year and the customer count is holding strong. Program attendance is up 7% for the year. Wifi use (visitors using their own devices) is up 78% for the year.

### **Bills for Consideration**

On motion of Sarnecki, seconded by Codner, the Board unanimously approved payment of the August bills.

### **Director's Report**

The bathroom floors have been resurfaced. All of the Proceso Poetry prize books have been ordered. The Friends of the Library Book Sale is from September 20 to September 25. The Volunteer picnic is August 20.

### **Department Reports**

Circulation Services: The annual Food for Fines drive will be November 4 –November 12.

Youth Services: Wulff attended the Back to School fair at Horace Mann Middle School. Wulff reported the latest Summer Library Program statistics: 2191 people signed-up, with 61.4% repeat participants.

Adult & Technical Services: The library received a donation to purchase Banned Book Weeks promotional material. Adult Services Librarian, Meghan Odegard's, newspaper article was published in the Post Crescent on July 30. A young library patron won a blue ribbon at the Winnebago County Fair with her entry of a Star Wars character model she created using the 3-D printer.

### **2018 Budget Process**

The Finance and Personnel Committee will meet Tuesday, August 22, at 4:00 p.m. to discuss the 2018 proposed budget.

## **Community Survey**

**Parking:** The director will continue to evaluate the parking issue with the assistance of the city's traffic engineer and the new parking enforcement system. The Board is interested in the installation of a crosswalk to aid library patrons in safely crossing Wisconsin Avenue. The new parking lot on the former Bomier site is available to the public after 4:00 p.m. weekdays and on weekends.

**Additional open hours:** The director will request funding in the 2018 budget to staff the library for longer hours on Saturdays and on Sundays during the summer months in response to the community survey results.

**Noise reduction:** Staff will seek assistance from designers and engineers for options to minimize noise concerns.

**Programming:** In response to survey requests, staff have already added new programs in youth and adult departments.

**Raise awareness of services, resources, etc.:** Library staff will continue to promote library programs without the addition of a marketing person.

Codner left at 5:18 p.m.

### **Next regularly scheduled meeting**

Wednesday, September 20 at 4:00 p.m.

### **Adjournment**

On motion of Sarnecki, seconded by Kachur, the board adjourned at 5:20 p.m.

Respectfully submitted,

Gretchen Raab