

NEENAH PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
Friday, August 16, 2019

The Finance and Personnel Committee Meeting was called to order by Beth Irish, Chair of Finance & Personnel Committee, at 2:05 p.m.

Members present: Beth Irish, Jan Sarnecki, Pat Rickman, Tami Erickson. Also present: Gretchen Raab, Library Director.

Director Raab presented the 2020 Operating Budget request and the 2020-2024 Capital Improvement Program Budget for Equipment and Facilities requests.

The "Program Comments" were discussed, including recent accomplishments, highlighting summer hours, circulation, cost per circulation, donations, etc.

The Operating Budget includes a request to change the part-time Administrative Assistant position (25 hours per week) to full-time, with accompanying benefits. The net increase for the position change would be approximately \$30,000. The director noted that there are likely additional position change requests from other City departments and that it's not possible for all department requests for increased hours to be approved in 2020.

The WALs fee will remain the same for 2020. The director noted that among WALs libraries, Neenah's circulation is the highest, 22% higher than the next highest circulating library (Oshkosh).

Funds Carried Forward requests were included to offset the added cost of increasing the personnel budget. The request includes an upgrade from Windows 7 to Windows 10 for self-checkout machines, staff computers, and public Internet computers; Hoopla, the downloadable e-book, audiobook, music, and movies subscription service; and funds to replace a damaged outdoor table.

The CIP Facilities request includes funds for replacement of the outdoor electronic sign. The Committee discussed a cost-effectiveness analysis of replacing the electronic sign, e.g., the number of drivers passing the sign, the difficulty in reading the scrolling sign while driving, the number of people who find out about programming from the sign, etc. The 2017 community survey included the question: "How do you typically find out about NPL programs?", which included responses regarding the electronic sign. The director will bring the survey information to the Library Board meeting 8-21-2019.

A quote for access control for the front doors (emergency automatic locking feature) was received after the budget was prepared. The Committee would like to discuss this for possible

inclusion in the 2020-2024 CIP Facilities budget request. The Committee requested additional information on the specifics of the project from the director.

Motion to approve the budget requests made by Sarnecki, seconded by Rickman, unanimously approved.

On motion of Sarnecki, seconded by Erickson, the Finance & Personnel Committee adjourned at 3:25 p.m.

Respectfully submitted,

Gretchen M. Raab
Library Director