

Neenah Public Library Board of Trustee Meeting Minutes – August 17, 2022

Call to Order

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:02 p.m. Members present: Randy Fieldhack, President, Michael Koller, George Scherck, Tami Erickson, Jenn McMahon, Nikki Winiecki, Pat Rickman, Harrison Flint, and Ellie Mertes. Members excused: Carol Codner, Beth Irish, and Lisa Hemes.

Also present: Gretchen Raab, director, Nicole Hardina-Wilhelm, deputy director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Pat Benson, City Building Custodian

Minutes

On motion of Scherck, seconded by Erickson, the Board approved the minutes of the Library Board meeting of July 20, 2022.

On motion of Koller, seconded by Winiecki, the Finance and Personnel Committee meeting minutes of August 9, 2022, were approved.

Statistical report

(Corrected statistics for July will be available at the September Board meeting.)

Bills for consideration

On motion of Hemes, seconded by Irish, the Board approved payment of the July bills.

Director's Report

Two new staff will start in the coming weeks. The Friends of the Neenah Public Library made \$4,500 in their annual book sale, and \$3,300 from their ongoing book sales.

Department reports

Circulation Services Report, Nancy Baird
212 new library accounts were created in July.

Youth Services Report, Katrina Wulff
3,056 kids signed up for the Summer Reading Challenge, with 37,790+ days of reading logged. Ages 6 and 9 had the greatest number of kids signed up. We held 94 in-person programs and had 1,264 passive programs.

Technical and Adult Services Report, Nicole Hardina-Wilhelm
209 adults have signed up for the summer reading program. Technical services staff helped set-up the friend's book sale, and weeded the teen collection.

2023 Budget Request

Director Raab presented the 2023 Operating and Capital Improvements Program (CIP) budget requests. Raab noted that the budget will change based on new information from the Finance Department/Human Resources Department for personnel, insurance, etc. Raab also noted that line 6 from the 2023 CIP Facility budget could be removed (replace hydraulic oil in elevator for \$11,250), stating it does not need to be done in 2023.

On motion of Koller, seconded by Rickman, the board approved the 2023 Operating Budget and 2023 Capital Improvements program budget request as presented by Director Raab (with the redaction of line 6.)

Dress and Grooming Policy revision

On motion of Rickman, seconded by Scherck, the board approved the revised dress and grooming policy.

Personal Appearance in the Workplace

Library employees' appearance and attire reflect the Library, the City, and the community.

Employees should use good judgement and common sense when considering workday appearance. Employees are expected to be neat and clean. Clothing and shoes must be neat, clean, and appropriate to the work being performed and the individuals and groups being served. Overly casual, overly revealing, and unkempt clothing are not appropriate. Scents (cologne, perfume, etc.) should be used in moderation.

Visible body art (tattoos, piercing, etc.) should not be distracting and must not be offensive, obscene, profane, racist, or sexual in nature. Facial and throat tattoos are generally not allowed. Supervisors have the responsibility to enforce the policy and to make decisions regarding appropriateness. Final authority rests with the Director.

Request for Trust Funds: Chromebooks for in-library use

Teen Representative Flint suggested using a Raspberry Pi connected to a tablet. After further the discussion, the request was tabled until more research can be done on the viability of using a Raspberry Pi.

Request for Trust Funds: Replace digital sign

On motion of Fieldhack, seconded by Winiecki, the board approved the use of Trust Funds to purchase a digital sign.

Next regularly scheduled meeting

Wednesday, September 21 at 4:00 p.m.

Adjournment

On motion of Rickman, seconded by Erickson, the Library Board adjourned at 5:21 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm