

Neenah Public Library Board
Finance & Personnel Committee Meeting Minutes
August 18, 2020
Virtually via Zoom Meeting

The Finance & Personnel Committee Meeting was called to order by Chair Carol Codner at 4:05 p.m. Members present virtually: Patricia Rickman, Randy Fieldhack, Carol Codner, Tami Erickson. Also present virtually: Gretchen Raab, Library Director, and Pat Benson, Library Building Custodian.

There were no public questions or comments.

Director Raab presented the 2021 Operating Budget request. "Program Comments" were discussed. Due to the pandemic and people remaining at home, there has been a significant increase in the use of electronic materials in 2020. The 2021 budget reflects this with increased spending in electronic materials and decreased spending in physical materials. There are also significant increases in safety and janitor supplies for the increased cleaning/ sanitizing now required due to the ongoing pandemic. The Director will inquire why the IS Services/Internal budget item is so much increased.

The 2021 WALs fee remains the same as the previous 2 years. The library should be receiving a 5% increase (\$41,000) from Winnebago County for services to township residents.

Receipts from fines and copier/printer fees are very decreased, probably due to the closure of the library for several months due to the pandemic.

Fieldhack moved and Rickman seconded the motion to approve the budget as presented to the committee and to recommend its adoption by the Library Board of Trustees. Unanimously approved.

Director Raab presented the 2021 -2025 Capital Improvement Program Budget for Equipment and Facilities. The cost of a new meeting room on the second floor (\$24,000) is also included in the capital budget for 2021. Benson explained some of the major 2021 expenditures, including maintenance on the generator (\$2,000), replacing the humidifier (\$31,000), replacing the elevator relay switch (\$12,000), and water remediation around a window in one of the library offices (\$4,000). Benson also explained some major expenses for 2024: replacing the chiller (\$136,000) and new roof coating (\$150,000).

Fieldhack moved and Rickman seconded the motion to approve the Capital Improvement Budget and to recommend its adoption by the Library Board of Trustees. Unanimously approved.

On motion by Erickson, seconded by Rickman, the meeting adjourned at 5:00 pm.

Respectfully submitted,

Carol Codner