

## **Neenah Public Library Board of Trustee Meeting Minutes – August 19, 2020**

### **Call to Order**

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Shattuck Community Room. Members present: Randy Fieldhack (Vice-president), Tami Erickson (Aldermanic representative), Lisa Hemes, Nikki Winiecki, Michael Koller, Jenn McMahon (Neenah Joint School District Representative), and Carol Codner.

Member excused: Pat Rickman (President), George Scherck, and Beth Irish.

Present also, Gretchen Raab, director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Lindsey Kehl, human resources director.

### **Minutes**

On motion of Codner, seconded by Hemes, the Board approved the minutes of the Library Board meeting of July 15, 2020.

### **Statistical report**

Electronic circulations are up 26% for the year. Youth digital books (Playaway) circulation is up 57%,

### **Bills for consideration**

On motion of Hemes, seconded by Erickson, the Board unanimously approved payment of the August bills.

### **Director's Report**

Director Raab reported that because the annual Friends book sale is not feasible in the Shattuck Room, the Friends Board has approved holding "pop-up" book sales outside. These will be 2 or 3 carts of sale items parked outside the front doors on days to be determined by staff. The staff greeter will monitor the sale. The first one will be Saturday, August 22 from 10am-4pm.

Raab noted that the PayPal link has been set up and is active on the library website.

### **Department reports**

Circulation Services Department

Baird announced that a part time person was hired (Emily Hands), as well as a new casual (Maureen Pilon). Both are in training and are doing very well.

Youth Services Department

Wulff reported that as of today, 604 children have signed up for the Summer Reading Challenge, & 957 badges were earned, and the 70 video youth programs published had 674 views. Fall programming will continue to be virtual

Adult and Technical Services Department

Raab shared Hardina-Wilhelm's report of the successful Heirloom Tomato program run by Adult Services librarian Richie Zaborowske.

### **Employee Reclassification**

Human Resources Director Kehl spoke to the Board about reclassification requests. She discussed the specific request to study the Building Custodian position made by Director Raab. On motion of Hemes,

seconded by Codner, the Board approved the reclassification of the building custodian position. Kehl left the meeting at 4:25 p.m.

Pat Benson, Building Custodian entered the meeting at 4:25 p.m.

### **Air Purification System**

Fieldhack and Benson both spoke about the air purification system for the Library's HVAC system (whole building purification) and the elevator. After discussion, on motion of Codner, seconded by Winiecki, the Board approved the purchase of the air purification system for the building and elevator using Trust Funds (General Account) for \$14,300 (\$10,800 for the building's HVAC system and \$3,500 for the elevator).

### **2021 Budget & 2021-2025 CIP Budget requests**

Codner, Fieldhack, and Raab spoke about Operating and CIP budget requests. Benson spoke about upcoming projects on the CIP budget request, including the humidifier replacement, water remediation project, and the new small group meeting room. On motion of Erickson, seconded by Winiecki, the Board approved the 2021 operating budget and the 2021-2025 CIP budget requests. The budgets will be submitted to the Finance Department.

### **Library Operations**

Raab updated the Board on COVID-19 safety measures in practice this past month. The library will be extending open hours until 7:00 p.m. for two days per week (Tuesdays & Thursdays) beginning after Labor Day.

### **Next regularly scheduled meeting**

Wednesday, September 16 at 4:00 p.m.

### **Adjournment**

On motion of Codner, seconded by Winiecki the Library Board adjourned at 5:25 p.m.

Respectfully submitted,

Nancy Baird