

## **Neenah Public Library Board of Trustee Meeting Minutes – August 21, 2019**

### **Call to Order**

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (president), Carol Codner, Beth Irish, George Scherck, Tami Erickson (Aldermanic representative), Randy Fieldhack and Teen representative Angela Greselin. Members excused: Patricia Rickman (vice president), Merry Whipple, Lisa Hemes and Tim Kachur (Neenah Joint School District 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 Fieldhack, seconded by Codner, the Board approved the minutes of the Library Board meeting of July 17, 2019.

### **Statistical report**

Corrected statistics for Volunteer Hours Worked were distributed. Physical and electronic checkouts remain the same as July 2018. Adult and Youth book circulation is up for the year. Program attendance for the year is up 31%.

### **Bills for consideration**

On motion of Fieldhack, seconded by Scherck, the Board unanimously approved payment of the August bills.

### **Director's report**

Director Raab reported the library utility box is wrapped with artwork created by fifth grade students at Tullar and Wilson Elementary Schools under the instruction of Pam Willett.

The new visitor counter was installed mid-July and is showing approximately 90 visitors per hour throughout the week.

With the assistance of staff, volunteers, aldermen, and Firefighters and Police Officers, 2,290 lunches were served. The summer lunch program is a collaboration with Neenah Joint School District and Chartwell.

### **Department reports**

#### **Youth Services Department**

Wulff distributed the Summer Reading report. 2,290 children signed up for the summer reading program, more than any other year. Youth handed out over 450 caregiver reading records. 391 have been handed back in. Wulff is meeting with the Lawrence Music Conservatory's Presto to discuss storytime best practices.

#### **Adult and Technical Services Department**

Hardina-Wilhelm reported over 1,000 people visited the Bibliocycle during its first summer, over 800 items were checked out, 32 new cards were issued, and 150 miles were traveled. We received 1,219 Summer Library Program Review Slips during the Adult Summer Reading program. We received a total

of 561 MVP entry forms from 189 patrons over the course of the Adult Summer Library Program. The MVP winner visited the library a total of 49 times during the program.

**2020 Operating budget request**

On motion of Irish, seconded by Fieldhack, the library board unanimously approved the 2020 Operating Budget request.

**2020-2024 Capital Improvements Program budget request**

On motion of Scherck, seconded by Codner, the board unanimously approved the Capital Improvements Program budget with the removal of \$40,000 for the outdoor electronic sign, and with the addition of \$12,000 door security system upgrade.

**Library usage by students**

Youth Services Manager Wulff met with Neenah Joint School District Instructional Library Technology Specialist, Jenn McMahon, to discuss how the Library and NJSD can work collaboratively to promote literacy and encourage library usage. Wulff will add additional copies of school read-along titles to the collection and help promote school author visits. Transportation barriers make it difficult for students to get to the library during the school day, so Youth department staff will create a virtual tour of the library and create instructional videos on Library resources, such as Overdrive's Libby app. Ms. McMahon emphasized the ongoing need for public librarians to provide traditional services, such as book talks, readers' advisory, etc. The Youth Department will reach out to the school and offer storytimes and book talks in the classrooms. Staff will also conduct an in-house survey of usage beginning this fall.

**Next regularly scheduled meeting**

Wednesday, September 18 at 4:00 p.m. in the Carpenter Room.

**Adjournment**

On motion of Fieldhack, seconded by Erickson, the library board adjourned at 5:00 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm