

## **Neenah Public Library Board of Trustees Meeting Minutes – October 16, 2019**

### **Call to order**

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. in the Carpenter Conference Room. Members present: Randy Fieldhack, George Scherck (Winnebago County representative), Beth Irish, Lisa Hemes, Carol Codner, Tami Erickson (Aldermanic representative), and Angela Greselin (Teen representative).

Members excused: Tim Kachur (Neenah Joint School District Representative), and Merry Whipple. Also present: Gretchen Raab, director; Nancy Baird, circulation services manager; and Katrina Wulff, youth services manager.

### **Public questions & comments**

None.

### **Minutes**

On motion of Scherck, seconded by Erickson, the Board unanimously approved the minutes of the library board meeting of September 18, 2019.

### **Statistical Reports**

Annual circulation of physical materials is up 5% for the month; Electronic material circulation is up 25% from September last year. Book circulation (all ages) is up 9% over last year and up 4% over 2017. Reference questions are up 18% over last year and 12% over 2017. Program attendance is up 29% (year-to-date) over 2018 and 33% over 2017. The number of programs (year-to-date) is up 9% over last year and 21% over 2017.

### **Bills for Consideration**

On motion of Fieldhack, seconded by Codner, the Board unanimously approved payment of the bills. One correction: sign wrap will be a Trust fund expense.

### **Director's report**

Raab reported that the Friends of the Library annual book sale netted \$7600. The building custodian position is open and interviews have been scheduled. Raab noted that Adult Services Librarian Richie Zaborowske was featured in the Sunday Post Crescent – a 2-page spread.

### **Department Reports**

Circulation Services: Baird noted that the upcoming Food for Fines Drive will be held November 2 - 10. Registration for new library cards was much higher for September due to a proactive school librarian working with our Youth Department's outreach program.

Youth Services: Wulff reported several storytimes were moved to the Shattuck room due to large attendance. She is actively connecting with the schools and has produced and recorded Book Talks by genre that the Teachers can show in classrooms. Wulff did a very successful Read-a-loud as a Google Hangout with a class at Hoover Elementary. The Youth department is currently in the process of creating a virtual tour of the library to be used by the schools.

### **Monthly Financial Reports**

Raab went over the expenditures and revenues, which were both on target for this time of year.

**Board member resignation**

Rickman has agreed to serve as President for the remainder of Sarnecki's term as President. The position of Vice President will remain unfilled until January 2020.

**Policy Review: Trust Fund**

After discussion, Fieldhack proposed adding new language regarding annual expenditures. Board members and Raab will bring ideas to the next Board meeting.

**Project Update**

Wall wrap draft should be ready later this week. Staff are looking at furniture samples for various areas of the library.

**Fundraising campaign**

Fundraising will be included on the November Library Board agenda for discussion.

**Next regularly scheduled meeting**

Wednesday, November 20, 2019 at 4:00 p.m.

**Adjournment**

On motion of Codner, seconded by Fieldhack, the Library Board adjourned at 5:07 p.m.

Respectfully submitted,

Gretchen Raab  
Library Director