

## **Neenah Public Library Board of Trustee Meeting Minutes – November 16, 2022**

### **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. Members present: Randy Fieldhack, President, Lisa Hemes, George Scherck, Tami Erickson, and Pat Rickman, Michael Koller, Jenn McMahon, Harrison Flint and Ellie Mertes (Teen Representatives). Member excused: Nikki Winiecki.

Present also: Gretchen Raab, director, Nicole Hardina-Wilhelm, deputy director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

### **Minutes**

On motion of Scherck, seconded by Hemes, the Board approved the minutes of the Library Board meeting of October 19, 2022.

Irish arrived at 4:03 p.m.

On motion of Erickson, seconded by Rickman, the Board approved the minutes of the New Director Selection Committee meeting of November 3, 2022.

### **Statistical report**

Physical and electronic circulation is up 10% for the year. 70 library programs were held in October.

Codner arrived at 4:10 p.m.

### **Bills for consideration**

On motion of Hemes, seconded by Codner, the Board approved payment of the November bills.

### **Director's Report**

The Library received a generous donation from the Deitrich Family Foundation for the Trust Fund.

### **Department reports**

Circulation Services Report, Nancy Baird

The Library collected 18 boxes of food for Fox Valley Community Table and Double Portions Food Pantry. A graph displaying the busy times at the Library was distributed. The busiest times are typically the first hour open and between 3:00 p.m. and 5:00 p.m.

Youth Services Report, Katrina Wulff

123 children registered for October's Read-With-Me challenge. Wulff and Youth Services Librarian Leslie presented at the WLA conference a program about Fresh Pages. The Library is again collecting books for The Boys and Girls Brigade's Give-a-Kid-a-Book campaign now until December 4.

Technical and Adult Services Report, Nicole Hardina-Wilhelm

15 teams participated in the third Speed Puzzling Tournament on Saturday, November 12, with 10 teams completing a 1,000-piece puzzle in under 150 minutes. Hardina-Wilhelm and Adult Services Librarian Odegard visited the Highlands at Mahler Park Apartments to assist with technology issues and answer questions. Adult readers may sign up for the *Fall Into Reading* challenge, and complete reading and puzzle challenges.

### **2023 Budget update**

Tuesday, November 15, the Common Council passed the Library's budget as presented by Mayor Lang.

### **New Director Selection Committee report**

Committee Chair Codner reported that the director's position will be posted December 1. The City's Human Resources Department will review the applications and forward the applications meeting the eligibility requirements onto the New Director Selection Committee.

### **Trust Fund Request**

On motion of Irish, seconded by Erickson, the Board approved the use of Trust Funds for additional storage/shelving in the Storytime Room.

### **Policy Revision – Customer Code of Conduct**

The final paragraph in the Customer Code of Conduct was revised:

*The Director and supervisors may ban a patron from using the Library for a period of up to one month. The Director and supervisors may extend a ban up to three months when there is a second incident within a twelve-month period and up to twelve months when there is a third incident in a twelve-month period. The Library Board may, under Wisconsin Statutes 43.52(2), exclude from the use of the Library all persons who willfully violate Library regulations.*

### **Next regularly scheduled meeting**

Wednesday, December 21, 4:00 p.m.

### **Adjournment**

On motion of Rickman, seconded by Codner, the Library Board adjourned at 4:55 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm