Neenah Public Library Board of Trustee Meeting Minutes – December 20, 2017

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 Carpenter Conference Room. Members present: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Patricia Rickman, Beth Irish, Tami Erickson (Aldermanic representative), Tim Kachur (Neenah Joint School District Representative), and Maggie Schuster (teen representative). Members excused: Lisa Hemes and Merry Whipple.

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 Sarnecki, seconded by Erickson, the Board approved the minutes of the Library Board meeting of November 15, 2017.

Codner arrived at 4:03 p.m.

Statistical Report
Total circulation is up 1%. Wi-fi use is up 50%. Program attendance is up 13% for the year.

Bills for Consideration
On motion of Sarnecki, seconded by Irish, the Board unanimously approved payment of the December bills.

Director's Report
Elizabeth Ducharme is the new part-time Adult Services Librarian. Several trust donations were received in November and December.

Department Reports
Circulation Services: Baird reported $452.92 in fines waived during the Black Friday Event. Revenue collection for Black Friday was down from previous years.

Youth Services: Give a Kid a Book was a success, with 501 books collected. Staff from Brown County and OWLS have inquired about the picture book reorganization. Study nights are scheduled for the first full weekend in January.

Adult & Technical Services: The Fox Cities Marathon has requested that our mascot, Nina the Pelican, attend the 2018 Guardian Kids run. (Nina also made an appearance at the St. Joe's run in October.)

Board member resignation
Tom Widener has resigned as the county representative on the Library Board. County Executive Mark Harris will appoint a new representative.

Nomination Committee
President Fieldhack appointed Codner to serve on the nominating committee along with himself. Fieldhack, Sarnecki, and Codner are not eligible to serve another term in their current positions.

Policy revision/First draft: Personnel policy, compensation plan, and miscellaneous staff policies.
The Board discussed the draft and suggested changes to the introduction and staff recognition. Director Raab will bring a revised copy to the January board meeting.

Policy revision: Holiday closings
On motion of Irish, seconded by Fieldhack, the Board unanimously approved eliminating the additional schedule of holiday hours from the policy manual.

Reschedule November 2018 Board meeting
On motion of Sarnecki, seconded by Irish, the Board approved rescheduling the November 2018 meeting to Wednesday, November 14, 2018, 4:00 p.m.

Future agenda items
Library staff are interested in becoming a summer meal (lunch) site for children in the community.

Next regularly scheduled meeting
Wednesday, January 17 at 4:00 p.m.

Adjournment
On motion of Rickman, seconded by Codner, the Board adjourned at 5:01 p.m.

Respectfully submitted,

Gretchen Raab