

## **Neenah Public Library Board of Trustee Meeting Minutes – April 20, 2022**

### **Call to Order**

With Board President Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. Members present: Randy Fieldhack, Carol Codner, Nikki Winiacki, Jenn McMahon, Tami Erickson, Beth Irish, and Lukas Schmerse. Members excused: Michael Koller, Lisa Hemes, Pat Rickman, George Scherck, and Aneka Blenker.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, deputy director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Lisa Laux-Robak, volunteer coordinator.

### **Minutes**

On motion of Erickson, seconded by Winiacki, the Board approved the minutes of the Library Board meeting of March 16, 2022.

On motion of Codner, seconded by Winiacki, the Finance and Personnel Committee approved the minutes of the Finance and Personnel Committee meeting of April 1, 2022.

### **Statistical report**

Physical and electronic circulation is up 18% over last year. According to preliminary statistics from the annual report, Neenah Public Library had the eighth highest circulation in the state for 2021.

### **Bills for consideration**

On motion of Erickson, seconded by McMahon, the Board approved payment of the April bills.

### **Department reports**

Circulation Services Report, Nancy Baird:

162 new library accounts were created in March. Baird and Laux-Robak demonstrated Workflows for staff from Milwaukee County Federated Library System (MCFLS).

Youth Services Report, Katrina Wulff

The annual Cooperative Children's Book Center (CCBC) workshop was held at the Neenah Public Library. Youth staff from around the state attended the workshop and toured the library's youth department.

Technical and Adult Services Report, Nicole Hardina-Wilhelm:

147 patrons are signed up for the Adult Department's monthly book subscription service, Bookscription. For the month of April, Bookscription boxes will go out the fourth Wednesday because of the carpet installation. Technical Services staff demonstrated how they use Workflows to MCFLS staff.

### **Volunteer Program update**

Volunteer Coordinator Laux-Robak reported on the status of the library's volunteer program. 59 active volunteers shelve items, pull books for subscription services, prep for craft kits, run Chess Night, and assist Memory Café. Winnebago County Master Gardeners who maintain the library's gardens will be part of the library volunteer program beginning this year.

### **Carpeting Update**

Carpet will be installed in the public areas April 18 – April 22. The library will reopen to the public Saturday, April 23. April 25 – May 2 the staff areas will be recarpeted.

**Trust Fund Policy**

Board President Fieldhack appointed Erickson and himself to an ad-hoc committee to review the Trust Fund Policy. They will report to the board at the May meeting.

**Closed Session - Postponed**

On motion of Fieldhack, seconded by Erickson, the board approved moving the discussion of the performance and compensation of the library director as part of the City's annual employee evaluation process to the May board meeting when Finance & Personnel Committee Chair Koller would be present.

**Next regularly scheduled meeting**

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

**Adjournment**

On motion of Irish, seconded by Codner, the Library Board adjourned at 5:02 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm