

## **Neenah Public Library Board of Trustee Meeting Minutes – August 18, 2021**

### **Call to Order**

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:02 p.m. in Yaz Community Room. Members present: Randy Fieldhack (president), Michael Koller, Tami Erickson, George Scherck, Carol Codner, Pat Rickman, Nikki Winiecki, and Lukas Schmerse. Members excused: Lisa Hemes, Beth Irish, Jenn McMahon, and Aneka Blenker.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and City of Neenah Human Resources and Safety Director Lindsay Kehl.

### **Minutes**

On motion of Erickson, seconded by Rickman, the Board approved the minutes of the Library Board meeting of July 21, 2021.

On motion of Rickman, seconded by Erickson, the Board approved the minutes of the Finance and Personnel Committee meeting of August 10, 2021.

### **Statistical report**

Overall circulation is up 23% over 2020.

### **Bills for consideration**

On motion of Codner, seconded by Erickson, the Board unanimously approved payment of the August bills.

### **Director's Report**

The director shared information about the Friends of the Neenah Public Library Book Sale.

The director also shared a late addition to the report: The Library, along with a good part of the city, lost power around 2:00 p.m.; power was restored at 3:55 p.m.

All staff will go through CPR/AED training at the end of the month.

### **Department reports**

#### **Circulation Services Report**

Baird shared statistics on how many books were currently overdue and by how many days. Winnefox went live with a new online card application system, which explains the increase in new accounts created.

#### **Youth Services Report**

Wulff shared thank you cards received from Neenah's Summer Op Rec program and the bound copy of the Neenah Process Poetry Prize winners' book. Next year, patrons who sign up for the SOAR program will have the option of receiving a SOAR cape, a yard sign, or a window cling.

#### **Adult and Technical Services Departments**

Hardina-Wilhelm reported on how the Bibliocycle went this summer. Also shared in person programs will return in August and highlighted the Appleton Post-Crescent article about Adult Service Librarian Zaborowske's "Type-Out" program, featuring vintage and antique typewriters.

**Employee position reclassification**

Human Resources Director Kehl shared background on the reclassification process and specific information on the request to reclassify the Deputy Director position. On motion of Rickman, seconded by Winiecki, the board approved the reclassification of the Assistant Director to Deputy Director.

4:40 p.m. Kehl left the meeting.

**Operating Budget, CIP Facilities Budget, CIP Equipment Budget**

The director spoke about the budget request, highlighting some of the changes made since the Finance & Personnel Committee meeting of August 10.

On motion of Rickman, seconded by Codner, the board approved the 2022 Operating Budget request.

On motion of Rickman, seconded by Winiecki, the board approved the 2022-2026 CIP Budget requests.

**Next regularly scheduled meeting**

Wednesday, September 15 at 4:00 p.m. in the Shattuck Community Room.

**Adjournment**

On motion of Codner, seconded by Erickson, the Library Board adjourned at 5:05 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm