

Neenah Public Library Board of Trustee Meeting Minutes – February 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. via Zoom. Members present: Randy Fieldhack (president), Tami Erickson (Aldermanic representative), Lisa Hemes, Beth Irish, Michael Koller, Jenn McMahon (Neenah Joint School District Representative), George Scherck, Carol Codner, and Aneka Blenker (teen representative), Lukas Schmerse (teen representative).

Member excused: Pat Rickman.

Present also, Gretchen Raab, director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

Minutes

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

Statistical report

Circulation of physical and electronic materials has increased from this time last year.

Bills for consideration

On motion of Scherck, seconded by Codner, the Board unanimously approved payment of the January 2022 bills and the remaining 2021 bills.

Director's Report

Director Raab reported that the City has contracted with Carlson Dettmann Consultants to evaluate the current city-wide Salary Plan. All city employees are completing Job Description Questionnaires (JDQ's) to aid the consultants in making recommendations for classifying positions within the salary grid.

Raab noted that the photography contest was a success and prizes were presented to the winners on February 6. Photos are available for viewing in the Shattuck Room through the end of the month.

Raab mentioned that a monetary donation was made by Yekta Yazicioglu's family for purchasing plants for the kaleidoscope. She also shared that the library may again be hosting school lunches this summer.

Department reports

Circulation Services Department

Baird noted that interviews for an open circulation library assistant position will be conducted next week.

Youth Services Department

Wulff reported that she received a Winnefox grant to attend PLA (Public Library Association) conference in March. Another grant was received from a vendor to purchase cloth bags for the Youth Department's Fresh Pages program. Additional bags were needed for this popular program. Wulff was elected Winnefox Youth Services Consultant. She will serve as the system's local and state representative on youth services initiatives.

Carpeting

Raab reported that the first-floor carpet replacement has been scheduled April 18 through May 3. Staff plan to keep the library remain open during installation. Sections of the library and collections will be blocked off as installation occurs in each area.

Piano Policy

On a motion of Irish, seconded by Erickson, the Board unanimously approved the Piano Policy revision.

Current COVID protocols

The Board discussed the current protocols and the library's move to "mask optional," which is in line with other City of Neenah government buildings.

Collection and Resource Management Policy

On a motion from Codner, and seconded by Winiecki, the Board unanimously approved the revised Collection and Resource Management Policy.

Department of Public Instruction Annual Report

On a motion from Codner, and seconded by Irish, the Board unanimously approved the annual report and accepted the statement concerning public library system effectiveness.

Next regularly scheduled meeting

Wednesday, March 16, 2022, at 4:00 p.m.

Adjournment

On motion of Winiecki, seconded by Codner, the Library Board adjourned at 5:00 p.m.

Respectfully submitted,

Nancy Baird