

## **Neenah Public Library Board of Trustee Meeting Minutes – May 19, 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. via Zoom. Members present: Randy Fieldhack (president), Pat Rickman, Tami Erickson, George Scherck, Carol Codner, Jenn McMahon, Nikki Winiecki, and teen representative Lukas Schmerse. Members excused: Michael Koller, Lisa Hemes, Beth Irish, and Aneka Blenker (teen representative).

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

### **Minutes**

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

### **Statistical report**

Electronic Audiobook circulation continues to go up. Puzzles and other adult and youth kits have seen an increase since 2019. Director Raab noted that comparisons to April 2020 are not particularly meaningful as the Library was closed from April 1 – April 23, 2020 and then reopened for the remainder of the month for curbside-only service.

### **Bills for consideration**

On motion of Rickman, seconded by McMahon, the Board unanimously approved payment of the May bills.

### **Director's Report**

The Director attended the City's Awards Ceremony on May 5. Sheri Dunham, Jodi Schultz, and Pat Benson received Exemplary Performance Awards. Kathy Eustice was recognized for 25 years of service. Roof repairs have started. Staff are waiting on the window installers for the Sensenbrenner Room.

### **Department reports**

#### **Circulation Services Report**

Baird shared that the Friends of the Neenah Public Library are now selling onesies and toddler shirts at the Circulation Desk, featuring the updated Nina logo. Each purchase will include a free book, courtesy of the Trust Fund. [Note: Books are remaining from 2020, originally purchased to hand out during NJSD lunch distribution.]

#### **Youth Services Report**

Wulff presented the new yard and window signs featuring the updated Nina logo with the new green background color and encouraged Board members to pick up a sign for display in their own yards. Sheri Dunham and Jodi Schultz presented at the virtual WAPL conference: "Pandemic Hinterlands: Taking What We Learned About At-Home Programming into the Future." Jodi and Katrina presented outdoor story times for the YMCA and Lakeview kindergarteners. The Bibliocycle book bike will be going out four days a week, with additional visits to the Farmers' Market.

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

Hardina-Wilhelm reported that study rooms are now available for patrons to reserve with an occupancy of up to four people. Newspaper subscriptions have resumed. Seating is now widely available.

**Policy revision: Account threshold and collection agency threshold.**

On motion of Rickman, seconded by Erickson, the Board unanimously approved the change in fines and fees threshold and collection agency threshold as presented:

**FINES AND OVERDUE ITEMS (POLICY)**

*Library accounts will be suspended when accumulated fees and charges reach \$25.00. Accounts will be reinstated when the charges are resolved, or the balance drops below \$25.00.*

**DAMAGED, LOST ITEMS, AND UNRETURNED ITEMS (POLICY)**

*Library accounts will be suspended when accumulated fees and charges reach \$25.00. Accounts will be restored when the charges are resolved, or the balance drops below \$25.00.*

**COLLECTION AGENCY (POLICY)**

*The Library has contracted with a collection agency for accounts with long overdue or lost item charges of \$50.00 or more.*

**2021-2025 Capital Improvements Program update**

The Council workshop has been rescheduled for June 7. Council Adoption of the CIP is scheduled for June 16. Board members are welcome to attend the meetings.

**Benjamin Franklin**

Director Raab reported that the Benjamin Franklin statute has been installed. Erickson suggested displaying Benjamin Franklin books and other materials in connection with the new statue.

**Yarn Bombing**

The Library has been approached about a yarn bombing (a fiber arts installation) for the summer months. The request will be included on the June 9, 2021 Neenah Arts Council agenda for their approval. The Library has had yarn bomb installations in 2011 and 2016.

**Proces Poetry Contest**

Raab reported on behalf of Irish re: this year's Poetry Contest. There were 19 entries. This year, everyone will receive a prize. Wulff suggested binding the all the 2021 winning poem submissions into a single volume for check out.

**Library operations and services during COVID**

The Board discussed how to implement the new CDC guidance regarding mask usage for vaccinated individuals. The Board supported requiring masks for those not vaccinated. Wording suggested: "For the protection of all in our community, including children who are not yet eligible for the vaccine, if you are not full vaccinated, you are required to wear a mask inside the Library. If you are fully vaccinated, you are not required to wear a mask."

**Future agenda items**

Rickman asked the board to look over the current bylaws and share revision suggestions with Winiacki and Rickman.

Winiacki asked that a Teen Rep report be included on agendas and that Board members ask for feedback from the teen reps in future discussions.

**Next regularly scheduled meeting**

Wednesday, June 16 at 4:00 p.m.

**Adjournment**

On motion of Codner, seconded by Erickson, the Library Board adjourned at 5:12 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm