

Neenah Public Library Board of Trustee Meeting Minutes – November 17, 2021

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 Shattuck Community Room. Members present: Randy Fieldhack (president), Michael Koller, Tami Erickson, Lisa Hemes, Carol Codner, Beth Irish, Pat Rickman, Jenn McMahan, George Scherck, Nikki Winiecki, Lukas Schmerse, and Aneka Blenker.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Stanley Meyer, Bette Hoytink, and Kathy Procknow from Winnebago County Master Gardeners Association.

Public forum

On behalf of the Library Board, director Raab thanked the Master Gardeners for their work on the Library's gardens. Bette Hoytink read a letter from Sue Forbes, who serves as the Lead Gardener on the project. President Fieldhack presented the Gardeners with a certificate and gifts (Downtown Neenah gift certificates).

Minutes

On motion of Rickman, seconded by Erickson, the Board approved the minutes of the Library Board meeting of October 20, 2021.

Statistical report

Overall circulation is up 17% over 2020.

Bills for consideration

On motion of Hemes, seconded by Codner, the Board unanimously approved payment of the November bills.

Department reports

Circulation Services Report, Nancy Baird:

Baird read a letter thanking the library for being well-organized.

The collection for Afghan families is going very well. The Library will continue to accept donations through November 26.

Many regular volunteers have returned; several new volunteers have started.

Youth Services Report, Katrina Wulff:

Fall storytimes ended the week of November 15. Youth staff plan to offer pop-up storytimes, weather permitting.

The Library is accepting donations for the Brigade's Give-a-Kid-a-Book campaign through December 7.

Also in December, patrons may check out two at-home programs: an interactive *Polar Express* movie experience and an interactive read-aloud kit for the book *If You Take a Mouse to the Movies*.

Technical and Adult Services Report, Nicole Hardina-Wilhelm:

Assistant Librarian Amy Books has announced her retirement after 44 years with the library. She will retire in January 2022. Amy has been responsible for ordering, cataloging, and smoothly rolling out new materials for the adult department.

The library offers notary service almost every hour the library is open. So far in 2021, staff have notarized over 200 documents.

The Website Redesign Committee's findings from a recent patron survey were shared with the Library Board.

Equipment and Resources Survey Results

Through Zoom, Library Intern James Berven presented the results from a Patron Equipment and Resources Survey. James also presented a wide range of recommendations based on patron responses. Board members asked questions of staff and discussed the recommendations.

Budget Update

The Common Council adopted the 2021 Executive Budget on November 16 with no additional changes made to the Library's operating budget or CIP requests beyond the Mayor's recommendations.

Current protocols during COVID

COVID cases in the area continue to be "very high," and staff and patrons are required to wear masks, regardless of vaccination status.

Patron Services Policy

Board members shared suggestions to the updated draft of the Patron Services Policy. Director Raab will present the draft policy with revisions at the December meeting.

Next regularly scheduled meeting

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

Adjournment

On motion of Codner, seconded by Winiecki, the Library Board adjourned at 5:38 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm