

## **Neenah Public Library Board of Trustee Meeting Minutes – April 21, 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. via Zoom. Members present: Randy Fieldhack (president), Beth Irish, Pat Rickman, Tami Erickson, George Scherck, Carol Codner, Michael Koller, Lisa Hemes, Lukas Schmerse, Jenn McMahon and Nikki Winiecki. Member excused: Aneka Blenker.

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

### **Minutes**

On motion of Rickman, seconded by Hemes, the Board approved the minutes of the Library Board meeting of March 17, 2021.

On motion of Erickson, seconded by Rickman, the Finance and Personnel Committee approved the minutes of the March 24, 2021 meeting.

### **Statistical report**

Circulation of physical materials is up 46% over March 2020 and electronic materials is up 10% over March 2020. Reference statistics are increasing.

Codner arrived at 4:05 p.m.

### **Bills for consideration**

On motion of Rickman, seconded by Irish, the Board unanimously approved payment of the April bills.

### **Director's Report**

The director met with the family of Dr. Henshaw. They have requested that their donations be used to purchase a memorial bench to be placed by the river behind the Library.

### **Department reports**

Circulation Services Report

Library staff are no longer quarantining returned items. 85 new library accounts were established in March. The busiest time for patron visits is currently weekdays between 3:00 p.m. and 4:00 p.m. Staff collected 19 boxes of non-perishable food items for the Fox Valley Community Table during National Library Week/Food for Fines.

Adult and Technical Services Departments

58 patrons registered for the Max Out Your Library Card Challenge. Nine patrons checked out the maximum number of items (100 items) and two prize winners were selected. Programming will continue virtually through May. Technical services library assistant, JoAnn Dietzler has announced her retirement after twelve years with the Library.

### **2021-2025 Capital Improvements Program budgets**

On motion of Codner, seconded by Rickman, the board approved adding the repairs to the parking lot in the 2022 CIP Facilities request for \$7,500.

### **Benjamin Franklin**

Director Raab reported the Benjamin Franklin statute should be installed in late April or May.

### **Refresher of Duties of the Library Board – bylaws and Wisconsin Statutes**

President Fieldhack highlighted several bylaws and points in the Wisconsin State Statutes as it relates to the role of the board and director.

Kohler arrived at 4:51 p.m.

### **2020 Circulation statistics**

Library staff compiled a list of steps taken during the pandemic to encourage circulation via curbside services.

### **Director's Goals**

Director updated the Board on the progress towards goals including the work done on 2021 CIP projects.

### **Board of Trustees Bylaws**

Finance and Personnel Committee chair Rickman suggested reviewing Library Board bylaws periodically. President Fieldhack appointed Rickman and Winiecki to an ad hoc committee to study the current Library Board bylaws. The ad hoc committee will report back to the board at a future meeting. On motion of Codner, seconded by McMahon, the board approved establishing the ad hoc committee and appointments.

### **Next regularly scheduled meeting**

Wednesday, May 19 at 4:00 p.m.

### **Closed Session**

On motion of Rickman, seconded by Erickson, the Board went into closed session at 5:27 p.m. as provided for in Wisconsin Statutes 19.85(1)(c) to consider the performance and compensation of the library director.

Schmerse, Raab, Hardina-Wilhelm, Baird, and Meg left the meeting at 5:27 p.m.

Library Board meeting minutes respectfully submitted,  
Nicole Hardina-Wilhelm

President Randy Fieldhack announced the Board will begin a closed session meeting as provided for in Wisconsin Statutes 19.85 (1)(c) to consider the performance and compensation of the library director.

The closed session began at 5:29 pm. Members present: President Randy Fieldhack, Carol Codner, Pat Rickman, Tami Erickson, Beth Irish, George Scherck, Jenn McMahon, Lisa Hemes, Nikki Winiecki, and Michael Koller. A quorum was present.

Pat Rickman, Chair of the Finance and Personnel Committee, outlined the process used to conduct the 2020 performance evaluation for Gretchen Raab, Neenah Public Library Director, and asked Board members for review of the completed evaluation that the Finance and Personnel Committee presented.

Tami Erickson moved and Lisa Hemes seconded the motion to approve the 2020 Performance Evaluation for Gretchen Raab as presented. The motion was approved.

Carol Codner moved and it was seconded by Tami Erickson to adjourn the closed session. The motion was approved. Meeting was adjourned at 5:52 pm.

Closed session minutes respectfully submitted,  
Patricia Rickman