

NEENAH PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, September 16, 2020, 4:00 p.m.

The Library Board will meet in the Shattuck Community Room. The Library is open to the public until 4:00 p.m. If you arrive after 4:00 p.m., a Curbside Pickup runner will let you into the building. Masks must be worn in the Library.

If you need assistance, please call 920-886-6315 or email library@neenahlibrary.org

1. Call to order
2. Public questions & comments
3. Library board consideration of public questions & comments
4. Minutes:
 - a. Finance & Personnel Committee 08-18-20 2 Action item
 - b. Library Board meeting 08-19-20 3 - 4 Action item
5. Library statistical reports 5 - 7 Information item
6. Bills for consideration Included Action item
7. Director's report 8 Information item
8. Business for consideration 8+
 - a. Monthly financial reports Information item
 - b. 2021 Operating Budget and 2021 – 2025 CIP Budget requests Information item
 - c. Library operations Discussion item
 - d. Electronic sign Discussion/Action item
 - e. Policy revision: Damaged, Lost, Unreturned Items Action item
 - f. Policy revision: Surplus Property Sales Action item
 - g. Policy revision: Video Surveillance System Action item
9. Reports:
 - Winnebago County representative
 - Neenah City Council representative
 - Neenah Joint School District representative
10. Announcements and future agenda items
11. Next regularly scheduled meeting time and date: Wednesday, October 21, 2020, 4:00 p.m.
12. Adjournment

Inspiring ideas ♦ Enriching lives ♦ Creating community ♦ Celebrating literacy

Everyone is welcome to participate in library programs, events, and activities, attend library board meetings, and utilize library services and resources. If accommodations are needed, please contact the Library's information desk by phone at 920-886-6315 or by email at library@neenahlibrary.org, or contact the City's ADA Coordinator by phone at 920-886-6106 or by email at attorney@ci.neenah.wi.us. Notifying us at least 48 hours in advance will allow us time to address your request. Thank you.

Neenah Public Library Board
Finance & Personnel Committee Meeting Minutes
August 18, 2020
Virtually via Zoom Meeting

The Finance & Personnel Committee Meeting was called to order by Chair Carol Codner at 4:05 p.m. Members present virtually: Patricia Rickman, Randy Fieldhack, Carol Codner, Tami Erickson. Also present virtually: Gretchen Raab, Library Director, and Pat Benson, Library Building Custodian.

There were no public questions or comments.

Director Raab presented the 2021 Operating Budget request. "Program Comments" were discussed. Due to the pandemic and people remaining at home, there has been a significant increase in the use of electronic materials in 2020. The 2021 budget reflects this with increased spending in electronic materials and decreased spending in physical materials. There are also significant increases in safety and janitor supplies for the increased cleaning/ sanitizing now required due to the ongoing pandemic. The Director will inquire why the IS Services/Internal budget item is so much increased.

The 2021 WALs fee remains the same as the previous 2 years. The library should be receiving a 5% increase (\$41,000) from Winnebago County for services to township residents.

Receipts from fines and copier/printer fees are very decreased, probably due to the closure of the library for several months due to the pandemic.

Fieldhack moved and Rickman seconded the motion to approve the budget as presented to the committee and to recommend its adoption by the Library Board of Trustees. Unanimously approved.

Director Raab presented the 2021 -2025 Capital Improvement Program Budget for Equipment and Facilities. The cost of a new meeting room on the second floor (\$24,000) is also included in the capital budget for 2021. Benson explained some of the major 2021 expenditures, including maintenance on the generator (\$2,000), replacing the humidifier (\$31,000), replacing the elevator relay switch (\$12,000), and water remediation around a window in one of the library offices (\$4,000). Benson also explained some major expenses for 2024: replacing the chiller (\$136,000) and new roof coating (\$150,000).

Fieldhack moved and Rickman seconded the motion to approve the Capital Improvement Budget and to recommend its adoption by the Library Board of Trustees. Unanimously approved.

On motion by Erickson, seconded by Rickman, the meeting adjourned at 5:00 pm.

Respectfully submitted,

Carol Codner

Neenah Public Library Board of Trustee Meeting Minutes – August 19, 2020

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 the Shattuck Community Room. Members present: Randy Fieldhack (Vice-president), Tami Erickson (Aldermanic representative), Lisa Hemes, Nikki Winiecki, Michael Koller, Jenn McMahon (Neenah Joint School District Representative), and Carol Codner.

Member excused: Pat Rickman (President), George Scherck, and Beth Irish.

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

Minutes

On motion of Codner, seconded by Hemes, the Board approved the minutes of the Library Board meeting of July 15, 2020.

Statistical report

Electronic circulations are up 26% for the year. Youth digital books (Playaway) circulation is up 57%,

Bills for consideration

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

Director's Report

Director Raab reported that because the annual Friends book sale is not feasible in the Shattuck Room, the Friends Board has approved holding "pop-up" book sales outside. These will be 2 or 3 carts of sale items parked outside the front doors on days to be determined by staff. The staff greeter will monitor the sale. The first one will be Saturday, August 22 from 10am-4pm.

Raab noted that the PayPal link has been set up and is active on the library website.

Department reports

Circulation Services Department

Baird announced that a part time person was hired (Emily Hands), as well as a new casual (Maureen Pilon). Both are in training and are doing very well.

Youth Services Department

Wulff reported that as of today, 604 children have signed up for the Summer Reading Challenge, & 957 badges were earned, and the 70 video youth programs published had 674 views. Fall programming will continue to be virtual

Adult and Technical Services Department

Raab shared Hardina-Wilhelm's report of the successful Heirloom Tomato program run by Adult Services librarian Richie Zaborowske.

Employee Reclassification

Human Resources Director Kehl spoke to the Board about reclassification requests. She discussed the specific request to study the Building Custodian position made by Director Raab. On motion of Hemes,

seconded by Codner, the Board approved the reclassification of the building custodian position. Kehl left the meeting at 4:25 p.m.

Pat Benson, Building Custodian entered the meeting at 4:25 p.m.

Air Purification System

Fieldhack and Benson both spoke about the air purification system for the Library's HVAC system (whole building purification) and the elevator. After discussion, on motion of Codner, seconded by Winiiecki, the Board approved the purchase of the air purification system for the building and elevator.

2021 Budget & 2021-2025 CIP Budget requests

Codner, Fieldhack, and Raab spoke about Operating and CIP budget requests. Benson spoke about upcoming projects on the CIP budget request, including the humidifier replacement, water remediation project, and the new small group meeting room. On motion of Erickson, seconded by Winiiecki, the Board approved the 2021 operating budget and the 2021-2025 CIP budget requests. The budgets will be submitted to the Finance Department.

Library Operations

Raab updated the Board on COVID-19 safety measures in practice this past month. The library will be extending open hours until 7:00 p.m. for two days per week (Tuesdays & Thursdays) beginning after Labor Day.

Next regularly scheduled meeting

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

Adjournment

On motion of Codner, seconded by Winiiecki the Library Board adjourned at 5:25 p.m.

Respectfully submitted,

Nancy Baird

CIRCULATION		Aug-20	Aug-19	Aug-18	Aug-17	% Change 2020-2019	% Change 2020-2017	YTD 2020	YTD 2019	YTD 2018	YTD 2017	% Change 2020-2019	% Change 2020-2017
Books	Adult	11,590	15,122	15,594	14,783	-23%	-22%	73,536	115,155	115,086	112,788	-36%	-35%
	Teen	1,111	1,489	2,185	2,079	-25%	-47%	6,973	12,592	15,562	15,330	-45%	-55%
	Youth	17,012	23,423	23,460	24,590	-27%	-31%	104,382	181,692	181,617	183,428	-43%	-43%
Audio Books	Adult	668	1,051	1,327	1,338	-36%	-50%	4,819	9,128	10,101	10,241	-47%	-53%
	Teen	20	50	41	81	-60%	-75%	136	338	365	640	-60%	-79%
	Youth	316	626	584	652	-50%	-52%	2,433	5,050	4,171	4,145	-52%	-41%
DVDs	Adult	9,857	16,443	18,610	19,554	-40%	-50%	71,179	133,290	146,559	158,795	-47%	-55%
	Teen	6	2	1,650	1,410	200%	-100%	31	45	10,135	11,717	-31%	-100%
	Youth	2,216	5,031	6,001	6,578	-56%	-66%	15,921	37,376	42,639	46,056	-57%	-65%
Music CDs	Adult	830	1,739	2,288	2,805	-52%	-70%	7,765	14,608	19,947	25,759	-47%	-70%
	Teen	0	0	0	0	#DIV/0!	#DIV/0!	1	0	0	7	#DIV/0!	-86%
	Youth	165	351	422	523	-53%	-68%	1,141	2,625	3,011	4,037	-57%	-72%
Digital Books	Adult	389	592	725	754	-34%	-48%	2,539	4,921	5,018	5,013	-48%	-49%
	Teen	13	34	26	32	-62%	-59%	100	207	210	331	-52%	-70%
	Youth	620	447	279	344	39%	80%	3,617	2,357	1,846	1,711	53%	111%
Magazines	Adult	1,045	1,906	1,842	1,842	-45%	-43%	6,883	14,535	16,048	15,298	-53%	-55%
	Teen	14	45	50	77	-69%	-82%	59	202	368	322	-71%	-82%
	Youth	135	189	137	134	-29%	1%	1,005	1,114	952	982	-10%	2%
Other (games, kits)	Adult	423	310	216	159	36%	166%	2,670	2,476	1,695	1,182	8%	126%
	Teen	1	1	0	1	0%	0%	10	9	6	24	11%	-58%
	Youth	659	532	326	309	24%	113%	2,929	3,082	2,702	2,195	-5%	33%
Physical Materials Subtotal		47,090	69,383	75,763	78,045	-32%	-40%	308,129	540,802	578,038	600,001	-43%	-49%
Electronic Circulation													
	Audiobooks	3,319	3,275	2,416	2,019	1%	64%	27,713	22,496	18,485	13,928	23%	99%
	eBooks	3,785	3,863	3,810	3,169	-2%	19%	36,074	30,889	29,532	23,388	17%	54%
	Video	246	99	34	5	148%	4820%	2,499	408	68	76	513%	3188%
	Music	50	54	0	0	-7%	#DIV/0!	507	195	0	0	160%	#DIV/0!
	Electronic Materials Subtot:	7,350	7,237	6,260	5,193	2%	42%	66,286	53,793	48,085	37,392	23%	77%
TOTAL CIRCULATION		54,440	76,620	82,023	83,238	-29%	-35%	374,415	594,595	626,123	637,393	-37%	-41%
WEBSITE & COMPUTER USAGE													
	WiFi distinct clients*	1,526	3,532	3,543	3,126	-57%	-51%	14,753	27,239	26,139	23,571	-46%	-37%
	Pharos usage	686	1,686	1,991	2,175	-59%	-68%	5,057	12,571	15,145	16,367	-60%	-69%
	Internet usage/number of h	229	1,225	1,397	1,379	-81%	-83%	3,373	8,923	10,453	11,354	-62%	-70%
	Website sessions	15,438	14,524	14,155	14,801	6%	4%	121,889	118,979	109,126	125,236	2%	-3%
	*daily average of WiFi users	132	285	289									

QUESTIONS ANSWERED	Aug-20	Aug-19	Aug-18	Aug-17	% Change 2020-2019	% Change 2020-2017	YTD 2020	YTD 2019	YTD 2018	YTD 2017	% Change 2020-2019	% Change 2020-2017
Adult Dept.												
Reference/Research	2,350	3,375	3,045	3,136	-30%	-25%	19,714	26,198	23,922	26,156	-25%	-25%
Directional/Rule/Policy	987	2,179	2,177	1,214	-55%	-19%	8,936	16,252	15,078	9,855	-45%	-9%
Circulation Dept.												
Reference/Research	227	657	756	713	-65%	-68%	2,090	4,849	5,985	4,926	-57%	-58%
Directional/Rule/Policy	1,639	4,180	4,128	3,283	-61%	-50%	14,406	30,794	29,747	22,354	-53%	-36%
Youth Dept.												
Reference/Research	759	1,771	1,440	1,335	-57%	-43%	5,666	12,533	11,600	13,401	-55%	-58%
Directional/Rule/Policy	295	1,319	1,756	1,148	-78%	-74%	2,713	7,791	9,269	7,880	-65%	-66%
TOTAL REFERENCE	3,336	5,803	5,241	5,184	-43%	-36%	27,470	43,580	41,507	44,483	-37%	-38%
MISCELLANEOUS												
Book Club-to-Go Kits	6	14	14	15	-57%	-60%	66	126	134	128	-48%	-48%
Bookshuttle Bags	7	28	29	25	-75%	-72%	94	116	125	103	-19%	-9%
Customer Count	8,799	24,757	28,322	27,520	-64%	-68%	78,225	NA	192,741	202,755	#VALUE!	-61%
SelfCheck % of Checkout	38%	50%	54%	56%	-24%	-32%	39%	50%	51%	54%	-22%	-28%
Teacher Packs	9	22	17	16	-59%	-44%	78	176	152	148	-56%	-47%
Volunteer Hours Worked	44	422	416	623	-90%	-93%	877	3,186	3,506	4,228	-72%	-79%
RECEIPTS												
Fines & Misc. Fees	283.65	\$4,069	\$1,255	\$1,330	-93%	-79%	\$4,147	\$17,223	\$14,631	\$16,520	-76%	-75%
Copier/Printer Fees	465.44	\$1,366	\$1,198	\$907	-66%	-49%	\$4,237	\$10,192	\$9,477	\$9,614	-58%	-56%
Lost/Damaged Fees	66.11	\$1,630	\$398	\$367	-96%	-82%	\$648	\$5,387	\$3,558	\$4,270	-88%	-85%
Sale of Property	0.00	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$0	\$0	\$51	\$153	#DIV/0!	-100%
Coffee Sales	9.00	\$375	\$122	\$77	-98%	-88%	\$282	\$1,267	\$1,053	\$973	-78%	-71%
Beverages & snacks	36.50	\$201	\$179	\$178	-82%	-79%	\$627	\$2,332	\$1,687	\$1,763	-73%	-64%
Collection Agency Fees	0.00	\$643	\$175	\$114	-100%	-100%	\$299	\$1,868	\$1,244	\$1,467	-84%	-80%
Winnebago Co. Major Facility	0.00	\$27,628	\$0	\$0	-100%	#DIV/0!	\$42,090	\$83,171	\$55,257	\$54,255	-49%	-22%
Winnebago Co. Operations	0.00	\$191,924	\$0	\$0	-100%	#DIV/0!	\$464,461	\$590,258	\$383,849	\$378,422	-21%	23%
Other counties	0.00	\$0	\$0	\$0	#DIV/0!	#DIV/0!	\$44,210	\$22,339	\$23,083	\$22,497	98%	97%
TOTAL	\$861	\$227,837	\$3,327	\$2,973	-100%	-71%	\$561,000	\$734,037	\$493,889	\$489,933	-24%	15%

PROGRAMS	Aug-20	Aug-19	Aug-18	Aug-17	% Change 2020-2019	% Change 2020-2017	YTD 2020	YTD 2019	YTD 2018	YTD 2017	% Change 2020-2019	% Change 2020-2017
Programs given												
Adult (Ages 19+)	8	40	30	18	-80%	33%	97	279	218	178	-65%	-46%
Young Adult (Ages 12-18)	0	2	4	3	-100%	-50%	9	31	37	29	-71%	-69%
Youth (ages 0-11)	4	40	44	35	-90%	-9%	159	448	433	391	-65%	-59%
TOTAL	12	82	78	56	-85%	5%	265	758	688	598	-65%	-56%
Program attendance												
Adult (Ages 19+)	119	1,356	868	474	-91%	56%	2,292	7,785	5,710	4,773	-71%	-52%
Young Adult (Ages 12-18)	0	55	32	92	-100%	72%	355	1,094	813	984	-68%	-64%
Youth (ages 0-11)	289	1,800	2,070	1,626	-84%	-13%	5,762	25,584	20,300	19,639	-77%	-71%
TOTAL	408	3,211	2,970	2,192	-87%	8%	8,409	34,463	26,823	25,396	-76%	-67%

Program	Topic/Title/Presentation	Date	Attendance*	Current number of views
Adult (all Zoom programs)				
Fitness Friday	Balance & Strength	8/7/2020	11	334
Short Story Night		8/10/2020	25	
Memory Café	With Micah the Accordionist	8/14/2020	14	
Fitness Friday	Boot Camp	8/18/2020	15	1,800
Wellness Wednesday	Eat This or That	8/19/2020	10	
Neenah's Got Talent		8/19/2020	35	1,000
Boogie Ballroom Hip Hop		8/26/2020	7	345
MMBK	Be Frank with Me	8/31/2020	2	
			Total	119
Youth				
Outreach	Y-Camp	Various	206	
Outreach	YMCA Daycares	8/23/2020	83	
			Total	289

*Note: Attendance noted includes only "live" views. Additional (later) views are listed under "current number of views".

The Youth Department published 77 videos for the Summer Reading Program through social media. Videos ranged in length from 3 to 15 minutes.

Youth Services - Social Media data 6/1/2020 – 8/31/2020

YouTube	New subscribers	25
	Total watch time	45.6 hours
Facebook	New followers	110
	Total video watch time	218.3 hours
	Total engagements	4,700
	Reactions	3,500
	Comments	710
	Shares	498

Reports & Recommendations

7. Director's report

- a. Meetings/Events/Information
 - Daily (weekdays): All staff meeting
 - Library department heads meetings
 - Saturday Pop-up Book Sales have been successful and will continue for the foreseeable future. The greeter is able to manage greeting duties and oversee the sale.
 - Terrazzo floors will be polished September 25 (overnight). The Library will reopen as usual on Saturday morning. The resurfacing is part of the 2020 CIP Facilities budget.
 - Air purification systems for the building and the elevator have been ordered.
 - Amy Molitor, Volunteer Coordinator, has been selected as a member of the 2020-2021 Leadership Fox Cities class. Amy's membership is sponsored by the City of Neenah.
 - The Tween mural has been completed & installed. The artists include the NHS Visual Arts Team: Kaley Sagataw, Kyler Lasee, Mitchell Liebhauser, Melody Wienandt, Rachel Jones, Grace Hagner, Autumn Schultz, Archer Gahl, Jericka Paulson, Elizabeth Oakland, Jane Rogers, Katie Kortbein, Isabella Mikkelson, Paige Hanson.
 - The Library hosted Good Day Wisconsin on Monday, August 31. During the segment, Youth Services Manager Wulff highlighted Library services and resources for children:
<https://fox11online.com/good-day-wi/neenah-public-library-lending-help-for-hybrid-and-distance-learners>
 - The winning poets of the Prose Poetry Prize have been notified and their prize books have been received. With the permission of their parents, some poets will be featured on the Library's Facebook page.
- b. Report from Circulation Services
- c. Report from Youth Services
- d. Report from Adult Services and Technical Services

8. Business for consideration

- a. **Monthly financial reports from Finance department** (handouts at meeting)
Information item.

- b. **2021 Operating Budget and 2021-2025 CIP Budget status**

Raab met with the Mayor and Finance Director Easker on September 9 to discuss the budget request approved by the Library Board.

At the meeting, Raab requested that \$4,000 be removed from the CIP Facilities budget request for 2021 for Water Remediation in the Administrative Assistant's office.

Building Custodian Benson has not found the source of the leaks and as a result, recommends the roof maintenance be done sooner than originally planned. The Gaco Flex coating for the roof is included in the 2024 budget, but staff ask that it be scheduled for 2021. The cost is estimated to be \$140,000.

Action item: Approve moving the roof maintenance project, originally planned for 2024, to the 2021 CIP Facilities budget request.

The next steps: Mayor's Executive Budget will be available October 23; Budget workshops with Aldermen will be held November 2 – 12; Formal budget hearing and adoption will be

held November 17. Library Board members are welcome to attend the Budget Workshop and the Budget Adoption (at the Council meeting). Raab will share details of those meetings as it becomes available.

c. Library operations

Evening hours (Tuesdays and Thursdays) started after Labor Day. Programming remains virtual. Meeting rooms are still unavailable for use by the public.

Approximately 60 people per hour are entering the Library. Maximum occupancy is still at 25-30 patrons at a time. The Library is now seeing between 300 and 500 people per day. An additional 1,710 patrons utilized curbside pickup in August.

Two positions were created as a result of the pandemic: Greeter and Curbside Delivery. The duties currently require 96 hours/week of staff time, not previously budgeted or planned. The job duties are being filled by current staff. Additional time is also needed for cleaning and pandemic-related projects.

Discussion item.

d. Electronic sign (corner of Wisconsin and Oak streets)

The electronic sign was no longer functioning and was permanently turned off on August 31. The program operating the sign and the sign itself are 20 years old. A new sign is not included in the CIP budget as it was thought there was not enough visibility on that corner to warrant the expense. The 2017 Community survey results reflect that as well: Fewer than 8% of respondents reported learning of Library events from the sign.

What would the Board like to do with the sign? Options include removing the sign completely; retaining the brick base and having a "Neenah Public Library" monument sign installed on top, with or without ground mount lighting; installing an illuminated monument sign utilizing the brick base; or replacing the electronic portion with a new electronic sign. Raab should have estimates for the various options at the Board meeting.

Discussion item/possible action item.

e. Policy revision: from Patron Accounts Policy (Circulation Services Manager Baird)

"Damaged, Lost items, and Unreturned Items"

Current policy: Fees are charged for repairing or replacing damaged, lost, and unreturned items. If an item is damaged beyond repair or is lost or not returned, the patron will be charged the cost of replacing the item. The original list price will be charged whenever possible. When the original price is not known, the replacement fee is determined by the Winnefox Library System default price. If the item is found and returned within **six months** after paying for the item, the patron will receive a refund, minus a service fee.

Recommended change: Staff currently must search through up to six months of receipts to confirm payment in order to issue a refund. Staff recommend reducing the time period that items may be returned for a refund from six months to 30 days.

Action item: Approve the revised policy with the change noted.

f. Policy revision: Surplus Property Sales (last updated 2006)

Current policy:

The Director is authorized to dispose of surplus property in the most efficacious way possible, including: by general or Internet auction; by listing on a library e-mail discussion list; via donation to the Friends of the Library; via donation to local charities; or using any

other method that yields the best value for the library without incurring costly staff hours to dispose of the property.

Surplus property may not be given to staff members. No surplus property may be sold to library staff or their immediate family unless by a method that insures that staff (or relatives) have no advantage over other buyers.

The library receives incentives from publishers or vendors that automatically come with library materials' orders or are given to staff. The Director is authorized to use those incentives as prizes for library programs or as prizes for staff, so long as the incentives are distributed in a fair and impartial manner. Incentives may also be given to the Friends for sale at any Friends' event.

The Director is authorized to discard any item that he/she deems to be of little or no value or that the cost of disposal, in staff time, exceeds the likely value to be received.

Recommended changes:

Change "insures" to "ensures". Capitalize "library".

Re-wording of the third paragraph: The Library occasionally receives incentives from publishers and vendors. The Director is authorized to use those incentives as prizes for Library programs or as prizes for staff, so long as they are distributed in a fair and impartial manner. Incentives may also be given to the Friends for sale at any Friends' event.

Action item: Approve the revised policy with the changes noted.

g. Policy review: Video Surveillance System Policy (last updated 2009)

Introduction

The library has video surveillance cameras that are a part of the City's video surveillance system.

Authority to view either current or past surveillance data

The library's portion of that system may only be accessed by those so authorized by the Director for bona fide technical, library, or legal reasons (see below).

Public library records

Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data:

43.30(5)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under control of the library.

43.30(5)(b) If a library requests the assistance of a law enforcement officer, and the Director of the library determines that records produced by a surveillance device under the control of the library may

assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

Changes recommended: Capitalize “library” with the exception of the statute text.

Include in the introduction: Surveillance video footage is protected as a public record, per Wisconsin Statute 43.30(1m).

Add to policy:

In addition, if exigent circumstances exist, i.e., if someone’s life or safety is at risk, or if release of the records would stop a crime in progress or one about to occur, the video must be released to law enforcement.

The Director or his/her designee should consult with the City Attorney when surveillance footage has been requested or court-ordered. The request and subsequent release of records, if any, should be documented.

Action item: Approve the revised policy with the changes noted.

Reports:

Winnebago County representative

Neenah City Council representative

Neenah Joint School District representative

9. Announcements and future agenda items

10. Next regularly scheduled meeting: October 21, 2020, 4:00 p.m. Shattuck Community Room.

11. Adjournment