

## **Neenah Public Library Board of Trustee Meeting Minutes – May 16, 2018**

### **Call to Order**

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (president), Randy Fieldhack, Lisa Hemes, and Tami Erickson (Aldermanic representative). Members excused: Carol Codner (vice president), Merry Whipple, Beth Irish, Tim Kachur (Neenah Joint School District Representative), and Maggie Schuster (teen representative).

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Jodi Schultz, youth services librarian.

On motion of Fieldhack, seconded by Hemes, and unanimously approved, the Board agreed to invoke Article 4, Section 4 of its bylaws, in accordance with Wis. Stats. 43.54(1)(e), and proceeded with a four-person quorum.

### **Minutes**

On motion of Fieldhack, seconded by Erickson, the Board approved the minutes of the Library Board meeting of April 18, 2018.

Rickman arrived at 4:02 p.m.

### **Statistical Report**

The library was closed a day and a half in April because of the snowstorm. Total circulation is down for the year by 2%. Wi-Fi use continues to go up and over 11,000 people have attended a program in 2018.

Scherck arrived at 4:06 p.m.

### **Bills for Consideration**

On motion of Fieldhack, seconded by Erickson, the Board unanimously approved payment of the May bills.

### **Director's Report**

Director Raab along with Sarnecki and Rickman attended the CIP budget workshop on May 15. The Board approved the new meeting room policy at the end of 2017 allowing social events to be held in our meeting rooms. A bridal shower and a wedding brunch have been scheduled in the Shattuck Room in the coming months.

### **Department Reports**

Circulation Services: Baird reported that 136 valid entry forms were submitted for the Mother's Day promotion. Saturday was busier than Sunday, but circulation was typical for the month of May with 2,763 checkouts.

Youth Services: Schultz shared a new use for withdrawn books called Restaurant Readers. Staff have laminated and rebound withdrawn books and will distribute them to local restaurants. Youth staff are visiting all the local elementary schools in Neenah during the month of May. Our mascot, Nina, visited a few of the schools. Schultz showed two videos staff have created describing the different storytimes at the library.

Adult & Technical Services: Hardina-Wilhelm reported 213 tax returns were prepared by the AARP volunteers, up 17.7% from last year. AARP volunteers are hoping to start earlier and add more hours next year.

#### **Teen Representative**

Maggie Schuster's term expires May 31, 2018. On motion of Fieldhack, seconded by Rickman, the board approved Kylie Miller as the new teen representative, to serve from June 1, 2018 through May 31, 2019.

#### **Wisconsin Public Library Standards**

The director is reviewing the newly-revised Standards to determine where the library falls in those standards (Tier 1, Tier 2, or Tier 3). The standards are based on service population; there are different methods of calculating service population. After consultation with Winnefox Library System Director Gilderson-Duwe, the director will use a service population that includes the City of Neenah as well as surrounding communities, based on current circulation.

#### **Space planning and concept design**

On June 20, Engberg Anderson staff will meet with Library staff during the day and the Library Board during the Board's regularly scheduled meeting. At the board meeting, Engberg Anderson will share what they learned from the staff meetings and from their review of the spaces, as well as solicit feedback/input from Board members.

#### **Hefti Trust Scholarships**

The committee has selected the winners of the Hefti Trust Scholarships. Five students from Menasha High School, nine students from Neenah High School, and two students from St. Mary Catholic High School have been awarded scholarships.

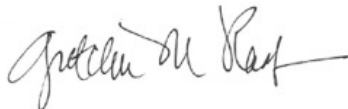
#### **Next regularly scheduled meeting**

Wednesday, June 20 at 4:00 p.m. in the Aylward Room.

#### **Adjournment**

On motion of Fieldhack, seconded by Hemes, the library board adjourned at 5:01 p.m.

Respectfully submitted,



Gretchen Raab