

## **Neenah Public Library Board of Trustee Meeting Minutes – July 20, 2022**

### **Call to Order**

With Fieldhack, board president, in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. Members present: Randy Fieldhack, Carol Codner, Michael Koller, Beth Irish, Lisa Hemes, George Scherck, Tami Erickson, Jenn McMahon, Harrison Flint, and Ellie Mertes. Members excused: Nikki Winiecki and Pat Rickman.

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

### **Minutes**

On motion of Erickson, seconded by Codner, the Board approved the minutes of the Library Board meeting of June 15, 2022.

### **Statistical report**

Physical and electronic circulation is up 12% for the year. New library accounts are up 42% for the year.

### **Bills for consideration**

On motion of Hemes, seconded by Irish, the Board approved payment of the July bills.

### **Director's Report**

The Governor visited the library on July 14, along with Mayor Lang. Friends of the Neenah Public Library will hold their annual book sale the first two weeks of August.

### **Department reports**

Circulation Services Report, Nancy Baird:

We circulated 61,615 physical items in June\*. The last time we circulated over 60,000 items was in January 2020. \*This number does not include Shoutbomb renewals. Over 1,500 summer lunches have been served so far this summer.

Youth Services Report, Katrina Wulff

Over 3,000 kids have signed up for the summer reading challenge. In partnership with the Multicultural Coalition, two vaccine clinics were held at the library, with 110 vaccines administered between the two dates. Summer programs wrap up the last week in July.

Technical and Adult Services Report, Nicole Hardina-Wilhelm:

179 adults have signed up for the summer reading program. 52 people attended the Y-Not Chorus concert for Memory Café. Technical Services staff are supporting the youth department by weeding the teen collection before the book sale, and preparing withdrawn and donated magazines for the sale.

**Budget Process**

Personnel and Finance Committee Chair Koller will set-up a time to review the budget with the Finance and Personnel Committee before the August board meeting.

**Trust Fund Policy**

On motion of Erickson, seconded by Codner, the board approved the Trust Fund Policy with changes discussed at the meeting. (Revised/approved policy below.)

**Succession Plan Policy**

On motion of Irish, seconded by Erickson, the board approved the discussed revised Succession Plan Policy. (Revised/approved policy below.)

**Next regularly scheduled meeting**

Wednesday, August 17 at 4:00 p.m.

**Adjournment**

On motion of Irish, seconded by Hemes, the Library Board adjourned at 4:47 p.m.

Respectfully submitted,



Nicole Hardina-Wilhelm

**Trust Fund Policy****Introduction**

Trust Fund expenditures shall, in general, be for special projects, programs, or resources, and for start-up funds and building enhancements, that supplement and do not supplant regular city operating or usual and customary capital improvement budget appropriations.

**Memorandum of Agreement with City of Neenah**

The Memorandum of Agreement – Library Trust Fund, executed with the City of Neenah, is hereby incorporated into this Trust Fund Policy.

**Trust Fund accounts**

The Library Board shall establish and terminate trust fund accounts as it deems necessary. Existing accounts include the following:

1. The **Library Materials Endowment** consists of bequests or gifts that are legally bound to remain as unspent principal. Income from this account may be transferred to the **Library Materials Account**.
2. The **Library Materials Account** includes income from the **Library Materials Endowment**, individual gifts, grant funds, and additional sums transferred by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for library materials only.
3. The **Program Account** includes grant funds, individual gifts, and additional sums transferred by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for programming only. This fund shall maintain a minimum balance of \$250,000.
4. The **Building Account** includes general donations, additional individual gifts, and sums transferred by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for Library building projects, building remodeling or improvement, an addition to the Library, or a new Library building.
5. The **Marshall Schroeder Staff Recognition Account** includes donations made for staff recognition as well as additional sums transferred by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be used for staff recognition.
6. The Library Board may allocate unspecified donations to the **General Account**. Income from this account shall remain in the account. Expenditures from this account may be for any item or service consistent with the general intent of the trust fund. The account may be increased by general gifts, grants, or by action of the Library Board. The Library Board may transfer monies from this account to other accounts, as needed.
7. The **Youth Account** includes individual gifts, grant funds, and additional sums transferred by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for any item or service for the Youth Department.
8. The **Adult Account** includes individual gifts, grant funds, and additional sums transferred by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for any item or service for the Adult Department

#### **Library Director**

1. Without prior Library Board approval, the Library Director is authorized to spend:

- a. Amounts up to \$1,000 from any account for purposes consistent with that account (subject to the limitations below).
  - b. Amounts up to \$100 to recognize special achievement from the **General Account**.
  - c. Amounts up to the Materials Allowance from the **Library Materials Account** annually, where the Materials Allowance is five percent of the **Library Materials Account** balance as of January 1<sup>st</sup> of that year plus any donations received by the **Library Materials Account** in the current year. If expenditures are less than the Materials Allowance in any year, unspent funds from that year may be carried over into ensuing years and may be expended in addition to ensuing years' Materials Allowances.
  - d. Amounts up to the Program Allowance from the **Program Account** annually, where the Program Allowance is five percent of the **Program Account** balance as of January 1<sup>st</sup> of that year plus any donations received by the **Program Account** in that year. If expenditures are less than the Program Allowance in any year, unspent funds from that year may be carried over into ensuing years and may be expended in addition to ensuing years' Program Allowances.
  - e. Amounts, as specified in the Staff Recognition Policy, from the **Marshall Schroeder Staff Recognition Account**, for staff recognition.
  - f. Up to \$1,500 annually, from the **General Account**, for a volunteer recognition event.
2. The Library Director is authorized to allocate unspecified donations up to \$1,000 into any appropriate account. Allocations of unspecified donations of more than \$1,000 shall be approved by the Library Board.
  3. The Library Director is authorized to request that checks be drawn from and deposits made to the account at the City. (NOTE: Donations are deposited, and checks written from the City's checking account. Cash funds are kept in a checking account at Associated Bank and managed by Finance Department, like all City accounts. This allows Finance to easily pay vendors, etc. when using Trust monies. The balance of the portfolio – non-cash funds – are managed by Associated Bank Trust Operations.)
  4. The Library Director is authorized to notify the City and/or the financial institution holding securities in the trust fund of cash flow needs so that either one or both can take action to provide for those needs.

5. The Library Director shall distribute quarterly Trust Fund statements from the Finance Department and Associated Bank (or relevant financial institution) with the Library Board.
6. The Library Director shall make recommendations to the Library Board for transferring funds from one account to another.

11.15.89/6.19.91/7.17.91/6.20.01/04.19.06/6.21.06/01.17.07/04.18.07/09.17.08/11.20.19/0720/22

## **Succession plan - Guidelines for Hiring a New Library Director**

### **Introduction**

A change in executive leadership is inevitable for all organizations. The Succession Plan Policy provides a framework for hiring a new Library Director. The Policy establishes role clarity and procedures to support leadership transitions that foster good endings and beginnings with departing and arriving leaders. The Policy builds organizational capacity when a planned or unplanned leadership change occurs. The Board is free to change any part of the Policy as circumstances require or points of view change.

### **Roles**

1. The existing Director.
  - a. If the existing Director is still employed by the Library, the Director will coordinate process. The existing Director may not attempt to unduly affect the selection process or the outcome. The existing Director may not be a member of the Selection Committee nor attend its meetings. The Selection Committee is free to consult with the existing Director on any matter relating to the committee's work.
2. The Deputy Director.
  - a. If the existing Director is no longer employed by the Library, the Deputy Director will be placed in charge of the Library until an Interim Director or new Director is named.

### **Resources**

1. The DPI's Trustee Essential #5 - *Hiring a Library Director*.
2. The Winnefox Library System
  - a. The Assistant Director of the Winnefox Library System may assist in the hiring process.
3. Human Resources, City of Neenah
  - a. The Director of Human Resources may be involved in many aspects of hiring a new Library Director to ensure that applicable federal and state laws are followed during the hiring process. HR can answer candidates' questions about HR policies, benefits, compensation plans, etc.
4. The City Attorney

- a. The City Attorney will offer any needed legal advice, such as on what qualifies as an open or a closed meeting for deliberations on candidates, when it is legal to release the final candidates' names, etc.

### **Naming an Interim Director**

(In the event that the former Director has departed or leaves before his/her permanent successor takes over as Director.)

1. If the Deputy Director is applying for the directorship:
  - a. The Deputy Director may not be made Interim Director. Instead, a temporary Interim Director will be hired. The Library Board will take applications for the Interim Director position from qualified persons, preferably former Wisconsin public Library Directors, to be the Interim Director. The Interim Director will help coordinate the selection process. The Interim Director may not be a candidate for the permanent director job.
  - b. Human Resources is authorized to negotiate the salary and work week of the Interim Director within the parameters set by the full board.
2. If the Deputy Director is not applying for the directorship:
  - a. The Deputy Director will be made Interim Director, with a negotiated salary increase for the period as Interim Director.
  - b. The Board may authorize the Deputy Director/Interim Director to hire sufficient temporary employees to take over most of the Deputy Director's regular job duties while he/she is Interim Director.

### **The Selection Committee**

1. The Selection Committee may consist of:
  - a. A minimum of five board members, appointed by the Library Board president (the president may appoint him/herself). There is no maximum number of Board members who may serve on the Selection Committee. (Voting members.)
    - i. The members of the committee, at its first meeting, will elect a chair from among those present. The chair is a voting member.
  - b. Director of Human Resources (HR). (One non-voting member.)
  - c. As needed during the selection and/or interviewing process, the Interim Director, if not the Deputy Director, or a subject matter expert (SME)/paid consultant who is currently a Wisconsin Library Director or a retired Wisconsin library director with considerable library director experience. (Non-voting member.)
    - i. If an SME is used, the SME will be appointed by the Selection Committee. The Library Board will set guidelines for the SME's remuneration.

### **Candidate minimum requirements**

1. A Master's degree from an American Library Association-accredited Master's degree program in Library & Information Studies/Science.
2. Eight years of progressively responsible library experience, including a position as a Director or Assistant/Deputy Director of a public library.

3. Evidence of leadership roles in local, state, or national library or civic organizations.
4. Evidence of extensive human resources experience and training.
5. Evidence of successfully preparing, managing, and administering a budget.

### **Application process**

1. The Committee should review the job description, compensation, and benefits with HR prior to posting the open position.
2. The posting for the Director position should be widely distributed.
3. Applicants must use the City's online application system. In addition, the following items must be attached:
  - a. A résumé.
  - b. A cover letter.
  - c. Proof that the candidate qualifies for or is already certified as a Grade One certified librarian as specified by the Wisconsin Department of Public Instruction's certification requirements. (A copy of the DPI Certificate or a copy of a diploma from an American Library Association-accredited Master's degree program in Library & Information Studies/Science, will constitute sufficient proof.)

### **Selection and Interview Process**

1. Human Resources may provide the Selection Committee with a list of qualified applicants along with applications, resumes, cover letters, and any other supporting documents. The Committee will review applications and select applicants to interview; HR will schedule the interviews. The Committee will work with HR to develop interview questions. For consistency, all members of the Committee should be at all interviews.
2. The Library Board has the discretion to pay the travel expenses of candidates who have been invited to interview. Trust Funds may be used for this purpose.
3. The Committee will select finalists following the first round of interviews. Second interviews are recommended for finalists. The full Board may also interview candidates/finalists.
4. The Committee will select a new director from the finalists and authorize Human Resources to provide a conditional offer of employment to the candidate. The offer will be contingent upon Board approval at the next Library Board meeting, a successful background check, references check, credit check, and a "pass" grade on a psychological evaluation.
5. The Library Board must approve the appointment of the new director. This can be done at the next regular Library Board meeting, or a special Library Board meeting may be called with notice.
6. If the candidate does not accept the offer, or the Library Board does not accept the recommendation of the Selection Committee, the Committee will consider other applicants for the position or re-open the position in consultation with Human Resources.
7. If the Committee does not have an acceptable candidate to recommend for hire, the position will be re-opened in consultation with Human Resources

### **Background/Reference/Previous employers' checks/Psychological evaluation**

1. After a conditional offer is made:
  - a. Human Resources will check references.

- b. Human Resources will conduct a background check and a credit check.
- c. A psychological evaluation of the candidate will be required. The candidate must achieve a “pass” grade to be hired. Human Resources will coordinate the evaluation.

**Compensation and benefits**

- 1. The salary offered will generally fall between the minimum and the midpoint of the Library Director’s pay grade, depending on qualifications.
- 2. If the salary does not attract sufficient well-qualified applicants, the Library Board may set a higher salary as it sees fit and in consultation with Human Resources.
- 3. Human Resources is authorized to negotiate a salary up to the maximum previously authorized by the Library Board.
- 4. Human Resources is authorized to negotiate beginning vacation benefits of up to four weeks after completion of the first full year of employment.

*02.18.09/08.15.12/07.20/22*