

## **Neenah Public Library Board of Trustees Meeting Minutes – November 20, 2019**

### **Call to order**

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:02 p.m. in the Carpenter Conference Room. Members present: Pat Rickman (President), Randy Fieldhack, Merry Whipple, George Scherck (Winnebago County Representative), Beth Irish, Lisa Hemes, Carol Codner, Tami Erickson (Aldermanic representative), and Jenn McMahon (Neenah Joint School District Representative). Members excused: Angela Greselin (Teen Representative).

Also present: Gretchen Raab, director; Nancy Baird, circulation services manager; and Katrina Wulff, youth services manager.

### **Public questions & comments**

None.

### **Minutes**

On motion of Erickson, seconded by Scherk, the Board unanimously approved the minutes of the library board meeting of October 16, 2019.

### **Statistical Reports**

Annual circulation of physical materials was up 2% for the month; Electronic material circulation was up 20% from October last year. Program attendance was up 20% and Reference questions were up 1%. Meeting room usage is up 22% over last year.

### **Bills for Consideration**

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

### **Director's report**

Raab noted that the Library has received donations in memory of Dr. H. Cullen Henshaw, who passed away Nov 6. Patrick Benson has been hired as Building Custodian.

### **Department Reports**

Circulation Services: Baird reported that the Food for Fines Drive collected 1,673 food items and cleared \$2,269.97 in overdue fines this year. Food was donated to the Fox Valley Community Table.

Youth Services: Wulff reported that the Give a Kid a Book campaign is underway. New this year, staff will forgive overdue fines if someone donates a new, unwrapped book for the campaign. Wulff noted that the Winter Season special programming begins December 7, and the Storytime schedule starts January 6. Inspired by a recent conference workshop, Youth Department staff have created a colorful visual/action outline they will use in each storytime to focus the attention of the children to what is coming next.

### **Exhibit Donation**

On motion a of Fieldhack, seconded by Irish, the Board unanimously approved the display and sale of photography artwork donated by Dr Atif Qureshi, with revenue going to the Trust Fund. Fieldhack will draft an agreement form.

### **Public Library Association Conference**

On motion a of Whipple, seconded by Codner, the Board unanimously approved sending four full time staff to the 2020 Conference held in Nashville.

**Policy Review: Trust Fund**

After discussion, Whipple moved, Erickson seconded, and the Board unanimously approved the revised sections of the Trust Fund Policy.

**Project Update**

Installation of electrical and data for the new Tween area is planned for December 10.

**Fundraising**

Director Raab will compile a list of current fundraising efforts. Raab will also request clarification on IRA Required Minimum Distributions and Qualified Charitable Distributions.

**Hefti Scholarship Committee**

Rickman has agreed to serve on the committee.

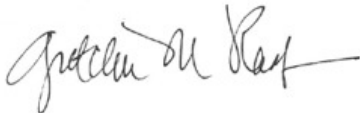
**Next regularly scheduled meeting**

Wednesday, December 18, 2019 at 4:00 p.m.

**Adjournment**

On motion of Fieldhack, seconded by Erickson, the Library Board adjourned at 5:21 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gretchen Raab".

Gretchen Raab  
Library director