

## **Neenah Public Library Board of Trustee Meeting Minutes – May 18, 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, Nikki Winiecki, Michael Koller, Lisa Hemes, Pat Rickman, George Scherck, Tami Erickson, and Lukas Schmerse. Members excused: Beth Irish, Jenn McMahon, and Aneka Blenker.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, deputy director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Lindsay Kehl, Director of Human Resources and Safety for the City of Neenah.

### **Minutes**

On motion of Erickson, seconded by Codner, the Board approved the minutes of the Library Board meeting of April 20, 2022.

### **Statistical report**

Physical and electronic circulation is up 11% for the year. (Statistics reflect the one-week building closure during the recarpeting project.)

### **Bills for consideration**

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

### **Director's Report**

Neenah Joint School district hosted their annual art exhibit at the library. The library adopted three tree beds and decorated them for Future Neenah's Spring Fling. The library will serve lunches again this summer in partnership with NJSD.

### **Department reports**

Circulation Services Report, Nancy Baird:  
126 new library accounts were created in April.

Youth Services Report, Katrina Wulff

Wulff participated in a Public Library Association Conference highlights webinar with presenters from around Wisconsin. Katrina met with Neenah Joint School District librarians and literacy coaches to discuss collaboration ideas. Youth has over 1,000 Summer Library Experience sign-ups. Youth staff attended several events and schools to promote the Summer Library Experience.

Technical and Adult Services Report, Nicole Hardina-Wilhelm:

This year's theme for the Adult Summer Reading program is What's Your Story? Fox Cities Reads event was a success. Sunrise Yoga and Fitness Fridays return this summer. Raab, Wulff, and Hardina-Wilhelm met with Park and Recreation staff to discuss ideas for collaboration and opportunities for marketing, etc.

### **Continuity Planning Policy – Hiring a new Library Director**

Human Resources and Safety Director Kehl shared an example of a city department head recruitment process and timeline. Board members had an opportunity to ask Director Kehl questions about the

process and role of HR in hiring a new Library Director. The Board will read the proposed policy revisions and discuss at the June Board meeting.

Kehl left at 4:45 p.m.

**Policy revision: Meeting Room Policy**

On motion of Rickman, seconded by Winiecki, the Board approved the removal of the line “where a fee is charged or” from the Meeting Room policy.

**Next regularly scheduled meeting**

Wednesday, June 15 at 4:00 p.m.

**Closed Session**

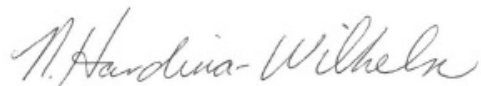
On motion of Fieldhack, seconded by Erickson, the Board went into closed session at 5:02 p.m. as provided for in Wisconsin Statutes 19.85(1)(c) to consider the compensation and performance evaluation data of the Library Director as part of the City’s annual employee evaluation process.

Schmerse, Raab, Baird, Wulff, and Hardina-Wilhelm left the meeting.

**Adjournment**

Library Board adjourned in closed session.

Respectfully submitted,

A handwritten signature in cursive script that reads "N. Hardina-Wilhelm".

Nicole Hardina-Wilhelm