

## **Neenah Public Library Board of Trustee Meeting Minutes – June 17, 2020**

### **Call to Order**

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:01 p.m. in the Shattuck Community Room. Members present: Pat Rickman (president), Beth Irish, Randy Fieldhack, Tami Erickson (Aldermanic representative), Jenn McMahon, (Neenah Joint School District Representative), George Scherck, Nikki Winiacki, Michael Koller, and Carol Codner.

Member excused: Lisa Hemes.

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

### **Minutes**

On motion of Fieldhack, seconded by Winiacki, the Board approved the minutes of the Library Board meeting of May 20, 2020.

### **Statistical report**

Electronic circulations are up 26% for the year. The library circulated 16,171 physical items through curbside pickup in May.

### **COVID-19 Expenditures**

Irish motioned, Fieldhack seconded, authorizing additional trust funds be used to cover COVID-19 expenditures. Irish and Fieldhack withdrew the motion, and requested the topic be added to the July Agenda.

### **Bills for consideration**

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

### **Director's Report**

Director Raab is meeting with staff daily to discuss the operation of the library and weekly with the directors from Menasha and Appleton Public Library.

### **Department reports**

Circulation Services Department

Baird reported a staff person has accepted a full-time position with another library.

Youth Services Department

Wulff reported 1,177 patrons have signed up for the Summer Reading Challenge so far. 127 book bundles have been filled. Wulff taking the Bibliocycle weekly to Shattuck Park to allow YMCA 5-7-year-old day campers to check out materials. Programs on Facebook and YouTube have been scheduled throughout the week.

Adult and Technical Services Department

Hardina-Wilhelm shared there were 3,274 curbside pickups in the month of May. Adult Services planned several successful online programs: Boogie Ballroom Intro to Hip Hop, Neenah Trivia, and Path of Resilience.

**Hefti Scholarship**

15 scholarships were awarded to graduating seniors.

**Reopening**

The Director discussed the reopening of the building. The Library opened to the public on Monday, June 8. The Library is now open Monday through Saturday, 10 a.m. – 4 p.m. All patrons are currently greeted at the door by Library department heads. Occupancy is limited to 25 people at a time, which can be easily monitored by staff. Visits are limited to approximately 30 minutes. The requirement to wear mask/face covering, physically distance, practice appropriate hand and respiratory hygiene, etc., has not been an issue. An overwhelming majority of patrons are already wearing masks as they enter the Library or have them readily available. The Library is providing masks to those individuals who do not have one. Patrons have been picking up their holds, selecting materials to check out, using the photocopiers, using the computers, faxing, etc. Curbside pickup will continue.

**Proces Poetry Prize**

Irish received over 30 poems in this year's contest. Eleven winners have been selected. An awards ceremony will be held in September (tentatively). Poets will be asked to record their poems to be shown on the Library's Facebook page.

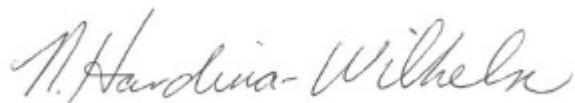
**Next regularly scheduled meeting**

Wednesday, July 15 at 4:00 p.m. in the Shattuck Community Room.

**Adjournment**

On motion of Codner, seconded by Erickson, the Library Board adjourned at 5:40 p.m.

Respectfully submitted,



Nicole Hardina-Wilhelm