

## Neenah Public Library Board of Trustee Meeting Minutes – June 21, 2023

### **Call to Order**

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

Present Nicole Hardina-Wilhelm, director; Nancy Baird, circulation services manager; and Katrina Wulff, youth services manager.

### **Minutes**

On the motion of Erickson, seconded by Fieldhack, the Board approved the Library Board meeting minutes of May 17, 2023.

### **Statistical report**

Overall circulation is up 6% for the year. Programming attendance is up 133% over this time last year. Volunteer hours are up 40%.

### **Director's Report**

The Neenah Police Department hid a medallion in the library on June 5. Participants needed to find the medallion based on clues created by Adult Services Librarian Ducharme.

### **Department reports**

Adult and Technical Services Report, Nicole Hardina-Wilhelm

Adult Summer Reading Program is in full swing. A participant in Leap Into Writing won the Fox Cities Book Festival 2023 Scary Story Contest, and she accredited Leap Into Writing for her success.

Circulation Services Report, Nancy Baird

The city's Culture Team will share their mission statement and values with city staff in the coming months. The Bibliocycle is out and about and checking out books around the city.

Youth Services Report, Katrina Wulff

Two thousand two hundred youths have signed up for the Summer Library Program. Summer lunches are going well, with 100-150 lunches given out each day. Youth has an open position and will post for a youth services assistant librarian in July.

### **Bills for consideration**

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

### **Teen Representative appointment**

On the motion of Koller, seconded by Erickson, the Board unanimously approved the appointment of Alivia Haller to the Library Board as an ad hoc teen representative to serve through May 2024.

**Hefti Scholarships**

Board President Koller reported 18 scholarships were handed out to local high school seniors.

**Customer Code of Conduct policy revision**

On motion of Codner, seconded by Koller, the Board unanimously approved revising the Customer Code of Conduct policy:

Weapons of any kind, including concealed or openly visible firearms, are prohibited unless carried by authorized law enforcement personnel. If staff become aware, whether by report or observation, that someone in the building may be carrying a weapon, they are directed to contact the Manager on Duty. The Manager on Duty will contact the Neenah Police Department by dialing 6000 or 911, and the responding officer(s) will determine the appropriate response. Any person found to be carrying a weapon in violation of this policy will be suspended from the library for a period to be determined by the library director. (Exceptions to this policy for a Library Program require written authorization from the library director.)

**Staff In-Service**

On motion of Fieldhack, seconded by Scherck, the Board unanimously approved closing the library on Friday, September 29, to provide a full day of in-service training for all staff.

Next regularly scheduled meeting  
Wednesday, June 21, 4:00 p.m.

**Adjournment**

On motion of Koller, seconded by Fieldhack, the Library Board adjourned at 5:16 p.m.

Respectfully submitted,



Nicole Hardina-Wilhelm