

## **Neenah Public Library Board of Trustee Meeting Minutes – January 19, 2022**

### **Call to Order**

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

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 Codner, seconded by Hemes, the Board approved the minutes of the Library Board meeting of December 15, 2021.

Erickson and Irish arrived at 4:03 p.m.

### **Statistical report**

Preliminary end-of-year statistics are shown. Physical material circulation is up 23% and electronic circulation is up 3% for the year over 2020. Reference questions are also up 2%.

### **Bills for consideration**

On motion of Codner, seconded by Koller, the Board approved payment of the January bills.

### **Director's Report**

The Library has received approximately \$2,000 in donations over the last few weeks.

### **Department reports**

Circulation Services Report, Nancy Baird:

Three new library assistants have been hired.

Youth Services Report, Katrina Wulff:

Two new programs will be offered this winter. Families may reserve the Shattuck Community Room for an hour of *Stay and Play*. Staff will provide play literacy items and will clean the room between families and friend bubbles. Assistant Librarian Schraufnagel will hold *Wild Child Adventure Storytime and Hikes* at area parks and nature areas.

Technical and Adult Services Report, Nicole Hardina-Wilhelm:

Margie Dorn has been hired as the new Assistant Librarian-Acquisitions and will start January 25.

Assistant Librarian-Acquisitions Amy Books is retiring January 28 after forty-three years with the library.

### **Election of 2022 Officers**

On behalf of the Nominating Committee, Hemes presented the slate of officers for 2022: Fieldhack for President, Codner for Vice President, and Koller for Chair of Finance & Personnel. Fieldhack asked for nominations from the floor. None were presented.

On motion of Codner, seconded by Hemes, the Board unanimously approved the slate of officers as presented. Fieldhack remained in the chair as President of the Board.

**Presidential appointment of committee member**

Fieldhack nominated Winiecki as the fourth member of the Finance & Personnel Committee.

**Materials Selection Policy**

The Board reviewed and discussed the draft of the revised policy. The Director will bring the policy in its final form to the February board meeting for approval.

**Director's proposed goals**

On motion of Irish, seconded by Winiecki, the Board approved the Director's 2022 goals as presented with the addition of a fourth goal and with the specific policies to be included in Goal 2.

- Goal 1: Oversee capital improvements projects (carpeting replacement, youth services desk remodel, parking lot resurfacing).
- Goal 2: Continue to review Library Board Policies and bring recommendations for revision for the following policies: *Materials Selection Policy (currently under review)*, *Internet and Email Policy for Staff*, *Dress and Grooming Policy*, and *Continuity Planning Policy* to the Library Board for review, discussion, and possible revision.
- Goal 3: Continue to engage the community in developing needed/requested services and resources.
- Goal 4: Coordinate, collect, and review position descriptions and job description questionnaires for all Library staff as part of the City's salary plan review.

**Next regularly scheduled meeting**

Wednesday, February 16 at 4:00 p.m. in the Shattuck Community Room or virtually via Zoom.

**Adjournment**

On motion of Hemes, seconded by Winiecki, the Library Board adjourned at 5:10 p.m.

Respectfully submitted,



Nicole Hardina-Wilhelm