

Neenah Public Library Board of Trustee Meeting Minutes – December 17, 2025

The meeting of the Neenah Public Library Board of Trustees held on December 17, 2025, in the Shattuck Community Room, was called to order by Koller at 4:01 p.m.

Members present: Carol Codner, Tami Erickson (Aldermanic representative), Lisa Hemes, Elizabeth Irish, Michael Koller (Vice President), Jenn McMahon (Neenah Joint School District representative), Pat Rickman, Kate Hancock-cooke (Winnebago County representative), and Kay Doiron (teen representative).

Members excused: Randy Fieldhack (president), Joshua Kutney, Ben Frank (Winnebago County representative), Alivia Haller (teen representative).

Also present, Nicole Hardina-Wilhelm, director, Nancy Baird, circulation services manager, Mehta Hess, adult services manager, Katrina Wulff, youth services manager.

Minutes

On motion of Erickson, seconded by Hemes, the Board approved the Library Board meeting minutes of November 19, 2025.

Director's and Technical Services Report

Director Hardina-Wilhelm spoke about the library's participation in the Community Clothes Closet's Annual PajamaRama and her Leadership Fox Cities small group project.

Department reports

Adult Services Department

Hess talked about upcoming programs and the popularity of our Experience Passes.

Circulation Services Department

Baird gave a report on Neenah Library's circulation and library usage statistics.

Youth Services Department

Wulff spoke about the success of the Spirit of the Season DIY series, Dinovember, and the dramatic play space, Nina's Neighborhood.

Bills for consideration

On the motion of Koller, seconded by Erickson, the Board unanimously approved payment of the November bills.

Nominating Committee

Irish and Koller were appointed to the nominating committee.

Policy Review: Video Surveillance System

On the motion of Erickson, seconded by Hancock-Cooke, the Board approved the updated Video Surveillance System Policy.

Updated policy:

Video Surveillance System Policy

Introduction

The Library has video surveillance cameras as part of the City's video surveillance system. Surveillance video footage is protected as a public record, per Wisconsin Statute 43.30(1m).

Authority to view either current or past surveillance data

The Library's portion of that system may only be accessed by those so authorized by the Director for bona fide technical, Library, or legal reasons (see below).

Public Library records

Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data:

43.30(5)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under control of the library.

43.30(5)(b) If a library requests the assistance of a law enforcement officer, and the Director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

In addition, if exigent circumstances exist, i.e., if someone's life or safety is at risk, or if release of the records would stop a crime in progress or one about to occur, the video must be released to law enforcement.

The Director or their designee should consult with the City Attorney when surveillance footage has been requested or court-ordered. The request and subsequent release of records, if any, should be documented.

Duration of Video Archive

Where applicable, security cameras will record only when motion is detected. Video footage will be kept for a maximum of 90 days at the discretion of the Director. If specific video footage is relevant to an incident or investigation, the footage may be saved for longer than 90 days. If there is insufficient storage space free, the oldest footage will be automatically deleted to make space for new footage.

10.21.09/09.16.20/12.18.25

Next regularly scheduled meeting

Wednesday, January 21, at 4:00 p.m. in the Shattuck Community Room.

Adjournment

On motion of Koller, seconded by Erickson, the Library Board adjourned at 4:49 p.m.

Respectfully submitted,



Katrina Wulff