

## **Neenah Public Library Board of Trustee Meeting Minutes – March 17, 2021**

### **Call to Order**

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

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

### **Minutes**

On motion of Rickman, seconded by Codner, the Board approved the minutes of the Library Board meeting of February 17, 2021.

### **Statistical report**

Electronic circulation is up 23% for the year.

### **Bills for consideration**

On motion of Codner, seconded by Irish, the Board unanimously approved payment of the March bills.

### **Director's Report**

The Library received several donations and grants. The Library will host an art exhibit in April partnership with the Neenah Joint School District and Neenah Arts Council.

### **Department reports**

#### **Circulation Services Report**

There were 3,988 curbside visits in February. Three new circulation library assistants, two permanent and one sub, will start in March.

#### **Youth Services Department**

Wulff reported the March Take and Make program is *Greatest Showman* and had to purchase more supplies because of demand. Two youth staff will present virtually at the WAPL conference on the Take and Create kits and book bundles.

#### **Adult and Technical Services Departments**

March is Max out Your Library card month. Patrons can earn badges on Beanstack for every 10 checkouts and earn prizes.

### **Billing Adjacent Counties**

On motion of Rickman, seconded by Erickson, the board approved the billing of the following counties for the use of Neenah Public Library: Calumet, \$26,321; Fond du Lac, \$2,176; Waushara, \$1,124; Green Lake, \$27.

### **2021-2025 Capital Improvements Program budgets**

On motion of Hemes, seconded by Codner, the board approved the CIP Budgets as presented.

### **Annual Report**

The Director reported that, based on the preliminary data from the State's annual reports, Neenah is now the 7<sup>th</sup> highest circulating library in Wisconsin. (In 2019, Neenah was the 9<sup>th</sup> highest circulating library.) The director will make changes to the Annual Report as discussed. On motion of Codner, seconded by Rickman, the Board approved the Annual Report and accepted the statement "The Winnefox Library System did provide effective leadership and adequately met the needs of the library."

### **Statute donation**

On motion of Rickman, seconded by Hemes, the Board accepted the donation of the Benjamin Franklin statute.

### **Board of Trustees Bylaws**

On motion of Rickman, seconded by Irish, the Board approved the additional role of the Library Board President to sit on the Frances Sawyer Hefti Scholarship Committee, as specified in Frances Sawyer Hefti's will, in the Library Board of Trustees Bylaws, Article 3, Officers, Section 4. The amended bylaw now reads:

*The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute documents authorized by the Board, sign vouchers for disbursements from the City's Library funds, serve as ex-officio voting member of all committees, serve on the Frances Sawyer Hefti Scholarship Committee, and generally perform all duties associated with that office.*

### **Proposed Goals**

On motion of Irish, seconded by Rickman, the board approved a fourth director's goal: "Analyze what needs to be done for the Library to become a more effective resource for our community. What do we need to stop doing? What do we need to continue doing? What do we need to begin doing?"

### **Proces Poetry Prize**

Irish and director Raab will meet to discuss the Proces Poetry Prize for 2021.

### **Next regularly scheduled meeting**

Wednesday, April 21 at 4:00 p.m.

### **Adjournment**

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

Respectfully submitted,

Nicole Hardina-Wilhelm