

## **Neenah Public Library Board of Trustee Meeting Minutes – July 19, 2017**

### **Call to Order**

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:02 p.m. in the Carpenter Conference Room. Members present: Randy Fieldhack (president), Jan Sarnecki (vice president), Carol Codner (chair, Finance & Personnel Committee), Tom Widener, Beth Irish, Patricia Rickman, Tami Erickson (Aldermanic representative), and Maggie Schuster (teen representative). Members excused: Merry Whipple, Tim Kachur (Neenah Joint School District Representative), and Lisa Hemes.

Also present, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Katrina Wulff, youth services manager, and Bette Odgen.

### **Public Comments**

Bette Ogden expressed her concerns with families with small children and seniors parking on the south side of Wisconsin Avenue and crossing the street to get to the library. Ms. Ogden suggested a crosswalk for safety and/or designated parking spaces on the north side of Wisconsin Avenue for those with small children and for seniors.

The Board considered Ms. Ogden's comments and provided feedback. Erickson shared some background on the current Wisconsin Avenue crosswalks.

### **Minutes**

On motion of Sarnecki, seconded by Codner, the Board approved the minutes of the Library Board meeting of June 21, 2017.

### **Statistical Report**

Physical checkouts are up 2% over last year; June circulation was up 5% over last June. Program attendance is up 7% over last year. Sales of beverages and snacks continue to increase.

### **Bills for Consideration**

On motion of Irish, seconded by Sarnecki, the Board unanimously approved payment of the July bills.

### **Director's Report**

The Friends of the Neenah Public Library has a new board and 5 out of the 6 directors-at-large are new to the Friends organization. Process Poetry Prize winners have been notified and the ceremony will be September 11. The director will be on vacation the week of July 24.

### **Department Reports**

Circulation Services: Baird shared a graph of circulation trends based on month. July is historically one of the higher circulating months.

Youth Services: Wulff introduced Maggie Schuster, our new teen representative. Wulff reported that 2141 patrons have signed up for the summer reading program. Youth Services Assistant Librarian Martha Moore did an impromptu storytime for the Neenah Parks & Recreation summer program when the group sought shelter at the library during a recent storm. Using the community survey results, the Youth Department has added several new programs and storytimes to the fall program schedule.

Adult & Technical Services: Using the community survey results, Adult Services is also increasing evening programs.

### **2018 Budget Process**

Raab shared the timeline for the operating and CIP budgets.

### **Reconsideration of ACT 420 action**

Sarnecki motioned, and Codner seconded, to rescind the motion relating to the ACT 420 payments, which was adopted at the June 21, 2017 meeting. The motion to rescind passed.

### **Community Survey**

The Board discussed the recurring themes of the community survey's qualitative responses: parking, additional open hours, particularly in summer, noise reduction, increase in programming for all ages, and raising awareness of library services, resources, and programs. The board asked director Raab to come up with costs associated with each of those areas to bring to the August board meeting.

Irish left at 5:30 p.m.

### **Resurfacing terrazzo in restrooms**

On motion of Fieldhack, seconded by Sarnecki, the board unanimously approved the use of Trust Funds (building account) to resurface the 7 restrooms at a cost not to exceed \$4,000.

### **Website demonstration**

Hardina-Wilhelm briefly discussed the new website and addressed questions.

### **Next regularly scheduled meeting**

Wednesday, August 16, 2017 at 4:00 p.m.

### **Adjournment**

On motion of Rickman, seconded by Sarnecki, the board adjourned at 5:43 p.m.

Respectfully submitted,

Gretchen Raab