

## **Neenah Public Library Board of Trustee Meeting Minutes – October 20, 2021**

### **Call to Order**

With Fieldhack in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:03 p.m. in Shattuck Community Room. Members present: Randy Fieldhack (president), Michael Koller, Tami Erickson, Lisa Hemes, Carol Codner, Beth Irish, Pat Rickman, and Lukas Schmerse. Members excused: Jenn McMahon, George Scherck, Nikki Winiecki, and Aneka Blenker.

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 Rickman, seconded by Erickson, the Board approved the minutes of the Library Board meeting of September 15, 2021.

### **Statistical report**

Overall circulation is up 15% over 2020. Wi-Fi use is up 7% over last year. Customer count is also up 31%.

### **Bills for consideration**

On motion of Codner, seconded by Hemes, the Board unanimously approved payment of the October bills.

### **Director's Report**

The Library received \$600 reimbursement/grant from the city's insurance company (CVMIC) for safety supplies purchased in 2021.

Ann Engelhard, VP of Donor Services & Gift Planning, Community Foundation for the Fox Valley Region, sent a thank you re: new Sensenbrenner Community Room. The family is thrilled with the room.

The Library is partnering with the Neenah Arts Council on a potential photography contest to be held this winter, with the submitted photos displayed in the Shattuck Community Room.

Katrina Wulff was featured on Local 5 Live on WFRV on Tuesday, October 12. She talked about the impact the Library has on literacy in our area and all the services we provide to support that goal.

### **Department reports**

Adult and Technical Services Departments, Nicole Hardina-Wilhelm:

The Library received a \$5,000 grant from Bader Philanthropies for adult activity kits.

Technical Services staff started Favorite Magazine Club. Patrons may sign up to be placed on hold for the latest issues of their favorite magazines.

On November 13 the Library will host our first speed puzzling tournament.

The next local history program, Hidden History of Doty Island - The Trains and Depots will be held on October 21, in partnership with the Neenah Historical Society.

Adult programs are being held in person, online, or both.

Youth Services Report, Katrina Wulff:

Youth staff have created a monthly flyer that will go to all teachers in the area highlighting seasonal activities and services.

We have a rotating collection of books and crafts for kids at YouthGo.

Staff will be at the Boys and Girls Brigade once a week to hold book groups, craft programs, writing workshops, and more. They also have a rotating collection of books for kids to read onsite.

Two 4k classrooms visited the Library today.

130 kids are signed up for the new Fresh Pages book subscription service.

A representative from the Autism Society of the Fox Valley thanked staff for the Take and Create kits and the Crafts-to-Go kits; both kits are popular with their clients.

The Youth department is hosting a Monster Mash program on October 23 with Halloween themed crafts, snacks, and dancing.

During the winter months, youth staff will have pop-up outdoor story times, as weather permits.

Circulation Services Report, Nancy Baird:

A Volunteer Appreciation Drive-Thru with box lunches will be held on October 24, from 4:00 – 6:00 p.m.

Circulation staff cleaned up the patron database by removing any patron that has not used the Library in over 7 years.

The Library will collect winter clothes and other items for Afghan refugees.

### **Public Library Association Conference**

On motion of Codner, seconded by Irish, the Board approved the use of Trust Funds for staff to attend the PLA Conference.

### **Budget Update**

The Mayor's Executive Budget, which will be distributed on October 22, will reflect a \$40,000 reduction from the Library Board's approved budget along with a \$20,000 request to use carry-forward funds. The Board discussed options for handling the reduction in the budget.

### **Current protocols during COVID**

Since COVID cases in the area continue to be "very high," masks are required.

### **Programming Policy**

On motion of Rickman, seconded by Koller, the Board approved the Programming Policy as presented.

### **Patron Services Policy**

Board members discussed the draft of the Patron Services Policy. Fieldhack asked the Board to read through the policy and bring suggestions to the November meeting.

### **Future Agenda Items**

Winnebago County Master Gardeners' ongoing work on the pollinator/prairie garden and circle garden will be acknowledged at the November Board meeting.

### **Next regularly scheduled meeting**

Wednesday, November 17 at 4:00 p.m. in the Shattuck Community Room.

### **Adjournment**

On motion of Hemes, seconded by Codner, the Library Board adjourned at 5:24 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm