

Kaukauna Public Library Board Minutes

August 28, 2018

President Lucas called the Kaukauna Public Library Board of Trustees Meeting to order at 5:30 PM.

Present at the time the meeting was called to order: *D. Driessen, C. Fallona, M. Kilgas, P. Landreman, J. Lucas, and J. Vondracek.*

Excused: *O. Fischer, G. Keating, C. Van Boxtel*

Also present: *Tony Wieczorek, A. Thiem-Menning*

Compliance with Open Meeting Law

- A Notice of the Meeting of the Kaukauna Public Library Board was emailed and an Agenda for the meeting was posted at City Hall and in the Library more than twenty-four hours prior to the meeting.

Public Appearances/Announcements

- President Lucas announced Gary Keating had resigned from the Board due to health reasons. Lucas recommended sending a letter to Keating thanking him for his years of service.
- Fallona asked if an announcement should be placed in the Times-Villager seeking new candidates for the Board. Names of potential replacements would be gathered by Board members for a potential list to be submitted to the Mayor.
- Vondracek commented on the tight quarters for the recent polling event at the Library. Wieczorek said space had to be shared with the summer school lunch program held at the Library but that in November the entire conference room would be available.
- Frank was scheduled to appear but could not due to weather conditions. Wieczorek read an email from Frank regarding the Garden:
 - Bidding contracts were posted on August 15th
 - Pre-construction meeting for the two bidding contractors scheduled for September 6th. A third contractor is being sought as per City requirements.
 - Bid will be awarded on or around September 30th
 - Plan is to build as much as possible this year starting with sign pylons and flat work with remainder to be constructed in the spring of 2019.

Action Items

- Consent agenda
 - Driessen asked that the agenda be altered to move into closed session for budget discussion prior to the approval of consent agenda.
 - Motion by Fallona. Second by Driessen.
 - Motion passed unanimously.
- 2019 Budget Presentation
 - Wieczorek presented the 2019 Library budget explaining reductions and additions contained therein
 - Motion to move into closed session by Fallona. Second by Driessen.
 - Motion passed unanimously.
 - Motion to return to open session for remainder of 2019 Budget presentation by Landreman. Second by Kilgas.
 - Motion passed unanimously.

- Wieczorek further explained the main reduction would be from materials. That reduction would be offset by anticipated Lost and Paid revenues being re-directed back to the Materials line as well as by grants from Friends and Foundation.
- Question was made as to the Building Maintenance charges.
- Lucas had reservations about the decrease in the materials line. Circulation seems to be increasing at Kaukauna in recent years. Yet our materials line has dropped by nearly \$40,000.
- Motion to approve the 2019 Library Budget by Fallona. Second by Landreman.
- Motion passed unanimously.
- Return to Consent Agenda
 - Lucas asked when we would receive the balance of the Outagamie allocation. Wieczorek replies we had received it and it would show up in the September report.
 - Landreman asked about the expense for advertising. Wieczorek said it was due to a commitment made to Appleton's Best magazine for generating Garden funding.
 - Landreman also asked about line item for sales tax. Wieczorek said some of our revenue generated by the library is taxable.
 - Lucas noted that the final 2019 closed date listed as "Wednesday, January 1, 2019 – New Year's Day" should be "Wednesday, January 1, 2020".
- Motion to approve Consent Agenda by Kilgas. Second by Fallona.
- Motion passed unanimously.

Reports

- Statistics
 - Wieczorek stated that Overdrive statistics were not yet available and would be added in September.
- Director's Report
 - No comments.
- Assistant Director's Report
 - Thiem-Menning reported on Harry Potter Day and the Fairy Walk.
 - Lucas noted that Thiem-Menning had applied for and received some grants for the Garden
- Technology Coordinator Report
 - No comments.
- Friend's Report
 - Book Sale will be held in November with the Saturday prior to be open only for Friends members.
 - Friends will have a table at the Farmer's Market on September 17th.
- Foundation Report
 - Another Planters with a Purpose event is planned for December. This will also dovetail with another Give a Gift event by the Friends.
- Motion to place all reports on file by Vondracek. Seconded by Fallona.
- Motion carried unanimously.

New Business:

- Wieczorek distributed information on evaluation of Library Director.
- Lucas asked Board members to review materials. He also called for a meeting with the Personnel Committee to come to some decision about procedure.

Adjournment

Motion to adjourn by Fallona. Seconded by Kilgas.

Motion carried unanimously.

Meeting adjourned at 7:03 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel