

Kaukauna Public Library Board Minutes

August 22, 2017

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

Present at the time the meeting was called to order: D. Driessen, C. Fallona, G. Keating, M. Kilgas, P. Landreman, , L. Meyerhofer, J. Lucas, C. Van Boxtel, and J. Vondracek.

Excused:

Also present: T. Wiczorek

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

- Sarah Read was introduced as the Library's newest staff member.

Action Items

- Consent agenda
 - The following motions were presented.
 - June Board Minutes
 - June and July Financial Reports
 - 2nd Quarter Financial Report
 - 2018 Closed Days
 - Motion to approve Consent Agenda by Driessen. Seconded Fallona.
 - Motion passed unanimously

Reports

- Director's Report
 - Keating asked about the progress of posting signage directing people to the Library. In addition, Board members expressed interest in signage directing patrons to the parking lot.
 - Meyerhofer moved that Wiczorek consult with John Sundelius to develop a temporary signage plan covering (a) directional signage to the Library throughout the City, (b) a sign in front of the building identifying it as the Library, and, (c) a sign directing patrons to the lower parking lot.
 - Seconded by Landreman.
 - Motion passed unanimously.
- Programming Librarian's Report.
 - Fallona was pleased with the School Superintendent's visit to read a story to one of the Story Time classes.
- Technology Coordinator Report
 - No discussion
- Friend's Report
 - Driessen reported that the Friends plan on another Give a Gift fund raiser near Christmas which will also feature a silent auction.
- Foundation Report
 - Landreman reported the Foundation would have a meeting in the upcoming week.
 - He reported that Lee VanderSanden had resigned from the Foundation Board. A replacement is being discussed.

- He also said the fundraising for the Garden is ready to begin. A fundraising committee similar to that which raised funds for the new facility will be established. This committee will have a wider membership than just Foundation members.
- Before work begins, however, formal approval is needed from State and Federal entities and permission is needed from the developer to allow work. Additionally the City will provide some in kind work to help offset costs.
- Motion to place all reports on file by Vondracek. Seconded by Driessen.
- Motion carried unanimously.

New Business: 2018 Budget Presentation

- Wieczorek presented the Library's 2018 budget.
- Among the items discussed was the Library materials and Building Maintenance line.
 - Wieczorek stressed that the current staffing situation made purchasing beyond current levels difficult and that the funds were better used toward staffing.
 - He also said he had asked both the developer and the Finance Director for clarification on the details of various assessments without success.
- Meyerhofer moved that Wieczorek contact Van Rossum, the City Attorney, and the Developer to obtain detailed information about these charges and report back to the Board. Seconded by Landreman.
- Motion passed unanimously.
- Board approval of the budget was postponed until the October Board meeting.

Adjournment

Motion to adjourn by Driessen. Seconded by Van Boxtel.

Motion carried unanimously.

Meeting adjourned at 6:40 PM

Drafted by:
Tony Wieczorek

Approved by:
Carol Van Boxtel