

Kaukauna Public Library Board Minutes

June 27, 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, G. Keating, M. Kilgas, P. Landreman, , L. Meyerhofer, J. Lucas, C. Van Boxtel, and J. Vondracek.

Excused: C. Fallona

Also present: T. 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

- None

Action Items

- Consent agenda
 - The following motions were presented.
 - May Board Minutes
 - May Financial Reports
 - Approval of Interactive Learning Garden
 - Library Personnel and Employee Handbook
 - Motion to approve Consent Agenda by Driessen. Seconded Vondracek.
 - Discussion
 - Board Meeting Minutes and Financial Reports – no comment
 - Personnel and Employment Handbook
 - Several typographic errors were pointed out.
 - Page 3 of the Personnel Policy create separate sentence to clarify the hiring of the Library Director.
 - Page 8 remove “Kaukauna Utilities”
 - Section on breaks for full-time staff should read “unpaid” lunch.
 - Strike comment about not answering a patron question if not comfortable doing so.
 - Remove the three dots in the Social Media section.
 - Motion to approve Minutes, Financial Reports, and Policy Handbooks with corrections carried unanimously.
 - Interactive Learning Garden (ILG)
 - Wieczorek and Thiem-Menning gave a PowerPoint presentation on the ILG.
 - Handouts on layout and cost estimates were distributed.
 - Meyerhofer asked if there was any date for receiving approval. Wieczorek reported on information he had but not hard date for approval exists.
 - Meyerhofer asked if approval of ILG could be separated from rest of plan submitted by the developer.
 - Motion made by Meyerhofer to approve project once approval is received from National Park Service and Wisconsin State Historical Society.
 - Seconded by Driessen.
 - Motion passed unanimously

Reports

- Director's Report
 - Statistics show increase in program attendance and meeting and study room use.
 - Meyerhofer asked how meeting and study rooms are publicized. Wieczorek said by word of mouth and website.
 - Volunteer hours were not included.
 - Local History Room inquiries are now being tallied.
 - Kaukauna was only OWLS library to have grown in circulation in 2017.
 - Wieczorek reported the August Trustees webinars were again scheduled.
 - Wieczorek also reported that all part-time staff would be working four hours a day, five days a week.
- Programming Librarian's Report.
 - Ashley has been very busy.
 - Program attendance is rising.
- Technology Coordinator Report
 - Lucas asked if every headstone was listed in the cemetery sites. Van Boxtel said yes, through 2006.
- Friend's Report
 - Thiem-Menning reported the Give a Gift event raised about \$1,600.
- Foundation Report
 - Began some planning at the June meeting for fundraising.
 - Lucas whether the Library Foundation comfortable raising the amount needed for the ILG? Landreman said they were.
- Motion to place all reports on file by Vondracek. Seconded by Kilgas.
- Motion carried unanimously.

New Business:

No meeting in July.

Next meeting August 22.

Adjournment

Motion to adjourn by Landreman. Seconded by Van Boxtel.

Motion carried unanimously.

Meeting adjourned at 6:10 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel