

## **Kaukauna Public Library Board Minutes**

December, 2014

**Board President Cindy Fallona** called Kaukauna Public Library Board Meeting to order at 5:30 PM on December 16, 2014.

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

*Excused: F. Brewster, L. Meyerhofer*

*Also present: D. Driessen, T. Wiczorek, A. Thiem-Menning*

### **Compliance with Open Meeting Law**

- A Notice of the Meeting of the Kaukauna Public Library Board was emailed to the Times/Villager and the Post Crescent East more than twenty-four hours prior to the meeting and a Notification of the Meeting 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**

- None

### **Action Items**

- Approval of November Library Board minutes:
  - Motion to approve by Kilgas and seconded by Van Boxtel.
  - No discussion.
  - Motion carried unanimously.
- Approval of November Closed Session Minutes
  - Motion to approve by Vondracek and seconded by Lucas.
  - No discussion.
  - Motion carried unanimously.
- Financial Reports
  - Motion to approve the November Financial reports by Lucas and seconded by Keating.
  - No discussion.
  - Motion carried unanimously.
- Motion to Approve 2015 Closed Days
  - Motion to approve by Vondracek and seconded by Van Boxtel.
  - Discussion:
    - Staff Training Day was moved from after Labor Day to just before Labor Day, August 28<sup>th</sup>.
  - Motion carried unanimously.

- Motion to Approve Kaukauna Public Library Policy Revisions
  - Motion to approve by Keating and seconded by Vondracek as amended to reflect the inclusion of approval of City Personnel policy by the Library Board (see below).
  - Discussion:
    - Comments regarding grammar and punctuation from Lucas, Keating, Vondracek and others. Wiczorek assured the Board such would be corrected before the final product is released.
    - Vondracek asked about difference between Library Assistants and Associates and asked about whether Assistants are added into the Chain of Command. Change needs to be made to article II, B, 2 from Library Associate to Library Assistant.
    - Van Boxtel asked about Long Term Disability. Wiczorek stated that when the City of Kaukauna Personnel Policies are completed those policies will be edited to include language specific to Library staff. So that the matter of Long Term Disability as it relates to Library staff would be addressed in the City Personnel Policy. We would follow City policy except when Library policies or practices differ.
    - Lucas asked about whether we can approve Library Personnel policies before the City Personnel policies are written. Wiczorek said he would add a sentence saying Library Personnel policies are dependent upon the approval of City Personnel policies.
    - The motion was made to approve Library policies with this amendment.
  - Motion carried unanimously.

## Reports

- Statistics
  - Lucas commented that the Director's report helped to clarify the statistics regarding online access.
  - Fallona said it is important to note the web access in reporting statistics to the public as way of pointing out how the Library is being used.
  - Wiczorek pointed out that 50,700 items were loaned and how this affects Library staff workflow.
  - Fallona thought this would make an excellent article for the Times Villager to bring information to public knowledge.
  - Report put on file.
- Director's Report included with documents and placed on file.
  - Wiczorek commented on door count on the Friday after Thanksgiving saying that it was lower than usual and would be monitored to determine whether it is worth being open on that day.
  - An update on the bill accrued by a patron. If the materials are not returned the matter will be turned over to the Kaukauna Police.
  - The Library and Friends each awarded the K9 Committee with a \$250.00 gift each for a total of \$500.00
  - Wiczorek distributed his goals for 2015 with the proviso that getting the Library ready for use might eclipse other goals.

- Report put on file.
- Programming Librarian's Report included with documents and placed on file.
  - Fallona remarked favorably how program attendance has increased.
  - Report put on file.
- Technology Coordinator's Report included with documents and placed on file.
  - Fallona commented on bandwidth growth.
  - Lucas and Van Boxtel favorably commented on the Library's website.
  - Report put on file.
- Friends Report
  - Driessen mentioned the Friends' annual meeting on January 28, 2015.
  - Driessen mentioned it is difficult to find officers.
  - Fallona mentioned the new committee structure for the Friends and encouraged Library Board members to attend the Friends' annual meeting and to contact their friends about attending.
- Foundation Report
  - Library Board members congratulated Landreman on his election as Foundation President.
  - Landreman said the Foundation Board met to discuss several issues. Among them, the Foundation may use the Community Foundation as well as other firms to invest funds. A checking account would also be established. A promo piece and stationary are also being worked on.

**Old Business:**

- Long Range Planning Committee
  - Board members wondered about the progress of the naming of the Long Range Planning committee.
  - Wiczorek stated that there will be some news forthcoming about the leadership of OWLS that may affect our planning strategy.

**New Business**

- None.

**Adjournment**

Motion to adjourn by Kilgas seconded by Lucas.  
 Motion carried unanimously.  
 Meeting adjourned at 6:08 PM

Drafted by:  
 Tony Wiczorek

Approved by:  
 Carol Van Boxtel