

Kaukauna Public Library Board Minutes

April, 2015

Board Vice-President Keating called Kaukauna Public Library Board Meeting to order at 5:30 PM on April 28, 2015.

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

Excused: F. Brewster, C. Fallona, P. Landreman, J. Vondracek

Also present: T. Wieczorek, A. Thiem-Manning, K. Kohne

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

- Keating read several announcements
 - Meyerhofer has been reappointed to the Library Board.
 - Jane is recovering from knee surgery.
 - Mayor Rosin's mother passed away.
 - Election of new officers at next month's meeting.
- The Board instructed Wieczorek to arrange for flowers to be sent in the name of the Board to the Rosin funeral.

Action Items

- Approval of March, 2015 Library Board minutes:
 - Motion to approve by Meyerhofer and seconded by Kilgas.
 - Motion carried unanimously.
- Approval of March, 2015 Special Library Board Meeting minutes:
 - Motion to approve by Lucas and seconded by Meyerhofer.
 - Motion carried unanimously.
- Financial Reports:
 - Motion to approve the March Financial reports by Lucas and seconded by Van Boxtel.
 - Motion carried unanimously.
- First Quarter Investment Report:
 - Motion to approve the March Investment report by Van Boxtel and seconded by Lucas.
 - Lucas asked what the revenues were from. Wieczorek said they were the result of donations and pledge payments.
 - Motion carried unanimously.
- Approval of Library Policy revisions (part 3):
 - Motion to table by Meyerhofer until City attorney has reviewed them and seconded by Keating.
 - Motion carried unanimously.

Reports

- Statistics
 - March Report put on file.
 - Statistical Summary for March, 2015
 - Circulation: Increased 2% over Y-T-D 2014
 - Overdrive: Increased 7% over Y-T-D 2014
 - Items Loaned: Decreased 27% over Y-T-D 2014
 - Items Borrowed: Increased 2% over Y-T-D 2014
 - Self-check usage: Increased 404% over Y-T-D 2014
 - Door Count: Increased 8% over Y-T-D 2014
 - Juvenile Program Attendance: Increased 21% over Y-T-D 2014
 - Adult Program Attendance: Decreased 30% over Y-T-D 2014
 - History Room Usage: Increased 42% over Y-T-D 2014
 - Volunteer hours accrued in March: 127
 - Wieczorek noted the addition of two new statistical categories: Teacher Packs and Volunteer hours.
 - Teacher Packs are parcels of materials requested by teachers throughout the school system. Their accumulation can be labor intensive and it indicates another way staff time is used.
 - Volunteer hours will be noted on reports as these demonstrate community support and a way staff receives assistance. Wieczorek also pointed out that due to confidentiality restrictions the use of volunteers while important is limited and does not take the place of professional staff.
 - Meyerhofer asked why the self-check usage continued to show such an increase. Wieczorek replied that the increase was due to self-pickup of holds and the presence of a more user-friendly check out machine.
- Director's Report included with documents and placed on file.
 - Wieczorek noted the addition of a Department of Public Instruction statistical report comparing the past 5 years. The report summary indicates the Library's strengths and points to some concerns that will be addressed in the future.
 - Lucas commented favorably on the explanation of the efforts involved in the daily filling of the holds list as this helps to better understand the kind of work staff performs.
- Programming Librarian's Report included with documents and placed on file.
 - Report put on file.
- Technology Coordinator's Report included with documents and placed on file.
 - Report put on file.

Old Business:

- Given the summer months and how many people are often away on vacation, the need to live with the new building and see how it impacts on community needs, and the increased activity with the building project, Wieczorek recommended the Board postpone its discussion of its long range plan until September, 2016.

- Motion made by Lucas to postpone Long Range Planning process until September, 2016 seconded by Van Boxtel.
- Motion carried unanimously.

New Business

- None.

Adjournment

Motion to adjourn by Lucas seconded by Kilgas.

Motion carried unanimously.

Meeting adjourned at 6:02 PM

Drafted by:
Tony Wieczorek

Approved by:
Carol Van Boxtel