

## **Kaukauna Public Library Board Minutes**

August 23, 2016

Board Secretary Van Boxtel called the Kaukauna Public Library Board Meeting to order at 5:30 PM. Board President Keating, who had been delayed by traffic, arrived at 5:35 PM.

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

*Excused: J. Lucas*

*Also present: T. Wieczorek*

### **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**

- Motion by Vondracek to separate the 2017 Budget Presentation from Consent Agenda. Seconded by Driessen. Motion carried unanimously.
- Wieczorek presented the proposed 2017 Library Budget as well as a long range personnel plan for the Library which called for the addition of one full-time Library Assistant and a position re-evaluation.
  - Board members expressed concern about the decrease in Materials. They were also sensitive to the need for staffing.
  - Meyerhofer expressed concerns about the feasibility of staff additions in 2017 citing the personnel needs of other City Departments, the state of the City's overall Budget, and the City's past financial support for the current Library.
  - While the long range personnel plan was understood the Board felt the 2017 Library Budget should not contain a request for additional staffing.
  - Wieczorek stated the position re-evaluation request would only recommend expediting a position review. Board agreed to retain this request.
  - Wieczorek cited the importance of the contracted worker currently in place and asked whether funds could be drawn from other budget lines to continue his presence into 2017.
  - Board members had no problem with this.
- Motion to approve the 2017 Library Budget with the request only to re-evaluate the Administrative Assistant position.
  - Motion by Driessen. Seconded by Kilgas.
  - Motion passes unanimously.
- Consent Agenda:
  - Approval of June Board Meeting Minutes
  - Approval of June/July Financial Reports
  - Approval of 2017 Closed Dates
    - Van Boxtel questioned whether one staff training day would be sufficient.
    - Kilgas suggested adding another day to be determined by Library staff.
  - Motion to approve the above by Vondracek. Seconded by Van Boxtel.
  - Motion carried unanimously.

## **Reports**

- Statistics
  - Fallona noticed an error in the 2015 Y-T-D total for card holders and asked it be corrected.
- Director's Report
  - Wieczorek summarized and commended the work done at the Administrative Staff day long planning retreat and recommended something similar be done by the Board in 2017.
- Programming Librarian's Report.
  - Board members again commented particularly on how much they appreciate and enjoy Thiem-Menning's reports.
- Technology Coordinator's Report
- Friend's Report
- Foundation Report
  - Landreman reported on the planned estate planning seminar scheduled for October.
  - A meeting of the Foundation Board is planned for September.
- Motion to place all reports on file by Vondracek. Seconded by Van Boxtel.
- Motion carried unanimously.

## **Adjournment**

Motion to adjourn by Driessen. Seconded by Van Boxtel.

Motion carried unanimously.

Meeting adjourned at 6:45 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel