

Kaukauna Public Library Board Meeting Minutes

August 27, 2019

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

Present: *D. Driessen, C. Fallona, M. Kilgas, P. Landreman, J. Lucas, A. Neumeier, and J. Vondracek.*
Missing: *O. Fischer and C. Van Boxtel*

Also present: *A. Thiem-Menning, Angela Schneider, Bradley Shipps, David Hovde, Paul Girod, and Marcia Trentlage*

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:

- Bradley Shipps, the Director of the Outagamie Waupaca Library Systems (OWLS), along with three OWLS Board of Trustees members, joined the library board meeting to greet the Kaukauna Library Board, explain more about the services available from OWLS, and answer any questions the Kaukauna Library Board may have in regards to OWLS.
- OWLS works out of the Appleton Public Library basement, with a staff of 12 working to serve 49 locations in their network.
- A key point that Shipps conveyed is that the strength of OWLS is in the strength of our libraries, and OWLS is here to help the Kaukauna Public Library. There are a number of different ways OWLS can support our library, such as software and technical assistance, facilitating communication between libraries/library directors, and even assistance when a library is hiring new staff.
- Shipps also shared that the discussed merger between OWLS and the Winnefox Library System will not happen in 2020 due to budget and staffing limitations. The two systems would still like to merge in the near future, and waiting will allow the merger to be implemented in smaller steps and in the most financially responsible way. Additionally, the merger is part of a larger, statewide trend to find efficiencies and work together to provide a high level of customer service.
- The OWLS Trustees and the Kaukauna Library Board discussed the role all libraries are facing with patrons needing services to address poverty, addiction, and other struggles. The need for such services is rising, making this an ongoing issue.
- The library has been included in a number of public appearances recently. The episode of The Dead Files featuring the Kaukauna Public Library aired on the Travel Channel, the library was discussed on Newsmakers on WFRV, the Times-Villager wrote an article about Angela Schneider joining the library as Assistant Director, and there were three TV stations filming the Fairy Walk event.

Action Items

- Consent Agenda
 - Thiem-Menning is meeting with Will Van Rossum to discuss when Springbrook software will be integrated to the library. The goal is to move away from Quickbooks and learn the new financial software before 2020.
 - In order to space out library closure dates, the Fairy Walk will move to August 31 in 2020.
 - Vondracek moved to approve the consent agenda with calendar dates adjusted to reflect the new date for the Fairy Walk. Seconded by Kilgas. Motion passed unanimously.

Reports

- Statistics

- No comment
- Director’s Report
 - Thiem-Menning shared that the Grand Opening for the Interactive Learning Garden will be October 4, 2019. This date will allow more time to promote the grand opening and complete work such as listing the plants incorporated into the garden, weather proofing necessary items, ensuring legal liability documentation is secured, and work on more plaque opportunities.
 - The city of Kaukauna requested that all departments, including the library, submit capital improvements requests for 2020-2024. The library will focus on security upgrades that will ensure compliance with State Statute 43. Requests include additional panic buttons, improvements to glass, eight additional surveillance cameras, and a computer to handle recording and maintaining video for the recommended number of days outlined in State Statute 43.
 - Thiem-Menning shared budget goals and priorities with the board. The most important budget priority is to maintain the current library staff. They are the most valuable asset to the library and a loss to the staff would be detrimental. A number of other budget goals such as online registration, WiFi hotspots, and a sorter machine were also discussed.
 - The library would benefit from the ability to register for events online in order to mitigate problems that occur when patrons try to register for popular events.
 - The library would also benefit from purchasing WiFi hotspots. The WiFi hotspots would help facilitate library services at outreach programs and could also be checked out by patrons.
 - A sorter machine would be invaluable in assisting with the timeliness of material check-ins. Staffing will not be increased, so this would be a solution to address material issues without taking time away from current staff.
 - The library will be used as a tutoring location for change of placement students from KASD. These are students who can’t attend campus for reasons such as illness or expulsion.
 - A new microfilm reader has been added to the History Room.
- Assistant Director’s Report
 - Schneider highlighted the many successful summer programs provided by the library and noted the excellent attendance at these events. One exceptional achievement was that 1,115 books were given away this summer through the summer reading program. The Paw Patrol event was also extremely popular, exceeding attendance expectations and bringing positive attention to the library.
 - Despite less than favorable weather, there were 394 people attending the Fairy Walk, and a lot of new families joined this popular event.
 - Schneider is already working on grants and budget work for upcoming programming. She plans to attend the back-to-school activities night at River View Middle School to share future library events with students. She will also be waiving fines for students who stop by her table.
 - The summer lunch program received a lot of positive feedback and was appreciated by the community. This program benefited from the generosity of many local businesses. Moving forward, the library will talk with the district to determine how to address this program next summer.

Adjournment

- Motion to adjourn by Neumeier. Seconded by Vondracek. Motion carried unanimously.
- Meeting adjourned at 7:15 PM

Drafted by: Anna Neumeier

Approved by: Ashley Thiem-Menning