

Kaukauna Public Library Board Meeting Minutes

February 25, 2020

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

Present: *D. Driessen, C. Fallona, M. Kilgas, A. Neumeier, C. Van Boxtel, and J. Vondracek*

Excused: *O. Fischer, P. Landreman, J. Lucas*

Also present: *A. Thiem-Menning, Angela Schneider*

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 Appearance/Correspondence/Announcements

- The lights in the Kaukauna Public Library's Interactive Learning Garden have been purchased. The library has volunteers to help to put up the lights this year but will need help to put up the lights in the future. Driessen volunteered to organize these efforts. The lights are intended to be hung through the winter and will most likely come down in the spring (around Easter time) each year.

Consent Agenda

- Neumeier moved to approve the January Board Meeting Minutes and Financial and Statistics Reports. Seconded by Van Boxtel. Motion passed unanimously.

Reports

- The Library Board discussed how monthly reports are preferred versus reviewing updates for each expenditure.
- Thiem-Menning shared a **Library Trustee** membership form with the board and discussed upcoming conferences that are scheduled this year. There is a \$50 fee to enroll as a member for the year.
- Programming has continued to be a popular source of activity at the library. Recently, there were 150 people registered to attend the mandala painting class. The investment to purchase registration software has proven to be a worthwhile expenditure already, with many patrons appreciating the convenience of online registration.
- Storytime with Rocko is scheduled for March 5th at 5:30-7:pm, with an obstacle course, crafts, a visit from Chase from Paw Patrol, and Rocko and Kaukauna Police Department Officers in attendance as well.
- Vondracek moved to place the reports on file. Seconded by Kilgas. Motion passed unanimously.

Old Business

- None

New Business

- Thiem-Menning shared 2020 Step Increases with the library board. Staffing is a major part of achieving the goal of tier 1 compliancy.
- Kilgas moved to accept the 2020 Step Increases. Seconded by Vondracek. Motion passed unanimously.
- Library Assistant and On-Call job descriptions were reviewed and edited after Denise in HR requested an update. The new descriptions were shared with the library board.
- Kilgas moved to accept the new Library Assistant and On-Call job descriptions. Fallona seconded. Motioned passed unanimously.
- The library board discussed the 2019 DPI Report and Letter. The report must be amended to include a note for discrepancies (regarding shared services, wages, benefits, operating income, and library

operating revenue total appropriations). There were changes in Section 10: Reporting of Annual Salaries and Section 5: Library Operating.

- Fallon moved to accept the Kaukauna 2019 Annual Report, including an amendment for an increase in expenditures as noted in the letter. Seconded by Vondracek. Motion passed unanimously.

Adjournment

- Motion to adjourn by Van Boxtel. Seconded by Neumeier. Motion passed unanimously.
- Meeting adjourned at 6:25 pm.

Drafted by: Anna Neumeier

Approved by: Ashley Thiem-Menning