

Kaukauna Public Library Board Minutes

March 22, 2016

Board President Gary Keating called the Kaukauna Public Library Board Meeting to order at 5:30 PM on March 22, 2016.

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

Excused: F. Brewster, P. Landreman, L. Meyerhofer

Also present: T. Wieczorek, A. Thiem-Menning, K. Kohne, D. Driessen

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

- None

Action Items

- Consent Agenda
 - The following motions were presented:
 - Approval of December, 2015 Board Meeting Minutes
 - Approval of December, 2015 Closed Session Minutes
 - Approval of December, 2015 Financial Reports
 - Approval of 2015 4th Quarter Financial Report
 - Approval of January/February, 2016 Financial Reports
 - Approval of motion to close early on March 24
 - Approval of 2015 DPI Report
 - Motion to approve the above by Van Boxtel. Seconded by Lucas. Discussion followed:
 - Fallona noted the last column of the 2016 Financial Report should read “2016” instead of “2015”.
 - Keating asked why the figure for Building expenses was so high. Wieczorek had added March expenses for rent and maintenance.
 - A question was raised as to why the Sunshine fund was so low. Wieczorek said Landreman had recommended it be spent down.
 - Fallona asked for clarification on who was responsible for the Open House. Wieczorek stated the entire affair was being planned and managed by Stadtmueller but that the Library was providing space and some furnishings.
 - Motion carried unanimously.

Reports

- Statistics
 - Keating remarked the February statistics had little relevance due to the new location opening in March. It would take several months before trends were able to be determined.
- Director’s Report.
 - Wieczorek stated the most pressing issue regarding the new library is staffing. The increased door count and patron questions and requests for help has been particularly taxing on staff and has prohibited them from keeping up with regular duties.

- Volunteer Monitors had been effective in helping staff maintain discipline and in aiding patrons in the first week or so the Library re-opened. Further use of monitors was being sought. Several Board members expressed interest in helping out. Wieczorek said he would contact them with a schedule. Other help would be sought from Friends as well as other volunteers.
- Wieczorek commended staff for their hard work during and especially since the move.
- Lucas mentioned how helpful several staff members have been, especially in setting up meeting rooms.
- Fallona acknowledged the Director's wife for her volunteering work at the Library.
- Vondracek stated her grandchildren like the Library.
- Keating asked about how the shelving in the Carnegie Building was being disposed of. Wieczorek said the principal from Park school had already been in contact with him to select shelving. An announcement of availability was sent to all public, private, and charter schools in Kaukauna.
- Programming Librarian's Report.
 - Staff was happy that Thiem-Menning would soon be returning to work from maternity leave.
- Motion to place all reports on file by Vondracek. Seconded by Kilgas.
- Motion carried unanimously.

Old Business

New Business

- Motion to Move into Closed Session by Lucas. Seconded by Vondracek.
- Motion carried unanimously.
- Motion to return to Open Session by Kilgas. Seconded by Vondracek.
- Motion carried unanimously.
- Motion to approve Director's pay step by Fallona. Seconded by Van Boxtel.
- Motion carried unanimously.

Adjournment

Motion to adjourn by Lucas seconded by Vondracek.

Motion carried unanimously.

Meeting adjourned at 6:28 PM

Drafted by:
Tony Wieczorek

Approved by:
Carol Van Boxtel