

Kaukauna Public Library Board Minutes

October 27, 2015

Board President Gary Keating called Kaukauna Public Library Board Meeting to order at 5:30 PM on October 27, 2015.

Present at the time the meeting was called to order: C. Fallona, G. Keating, J. Lucas, L. Meyerhofer(present via teleconference), C. Van Boxtel, M. Kilgas, J. Vondracek, and P. Landreman.

Excused: F. Brewster

Also present: T. Wiczorek, A. Thiem-Menning.

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
 - Vondracek asked how many motions could be included in the consent agenda. Keating said he believed as many as were wanted.
 - The following motions were presented:
 - September Board meeting minutes
 - September Closed Session minutes
 - September Financial reports
 - 3rd Quarter Investment Report
 - Foundation Motion
 - Motion to approve the above by Van Boxtel. Seconded by Lucas.
 - Motion carried unanimously.

Reports

- Statistics
 - Landreman asked about the decrease in loans to other libraries. Wiczorek said it reflects a drop in overall system wide decrease in circulation.
- Director's Report.
 - Wiczorek distributed an updated 2016 budget page to correct an erroneous formula. He also mentioned an issue of when rent was expected to be paid which the Developer and City Attorney are negotiating.
 - Lucas asked about some building concerns that were at issue.
 - Wiczorek reported that lighting controls were being installed according to original specifications.
 - There was also some question about what the Library's address would end up being.
 - Signage is being planned between the front door and window as well as some "monument" sign at the front of the building.
 - Lucas asked whether the name of the street would change. It was not believed that would be an issue.

- The on call staff was progressing. Fallona and Meyerhofer asked about their rate of pay and whether they would be receiving benefits. Rate of pay would be starting wage and no benefits were associated with the positions.
- Programming Librarian's Report.
 - An updated report was distributed.
 - Thiem-Menning reported that 125 people were at the Library for an ESL event and that many people signed up for library cards.
- Technology Coordinator's Report.
 - Keating commented that Spencer has been making progress on technology especially with bringing the counter on the security gates online.
- Motion to place all reports on file by Vondracek. Seconded by Van Boxtel.
 - Motion carried unanimously.

Old Business: None.

New Business:

- Landreman reported on the Foundation.
 - Pledges are coming in.
 - Landreman asked Meyerhofer if he would contact some donors who had not been previously contacted
 - VanderSanden would contact another.
 - A wine and cheese was being planned for donors and city officials just before the grand opening. This would be a thank you event with a fund raiser planned for later in spring.
- Wieczorek reported that sufficient funds were available to complete furnishing the new Library. Fallona asked about the moving schedule. Work should be completed in December with shelving and furniture delivered and installed in January. Opening planned for mid-February.
- Motion to Move into Closed Session by Vondracek. Seconded by Van Boxtel.
 - Motion carried unanimously.
- Motion to return to Open Session by Landreman. Seconded by Kilgas.
 - Motion carried unanimously.
 - Motion made by Kilgas to change the job title for the Library Associate to Administrative Assistant and to increase the salary for that position to step 7. Seconded by Vondracek.
 - Motion carried unanimously.

Adjournment

Motion to adjourn by Kilgas seconded by Vondracek.

Motion carried unanimously.

Meeting adjourned at 6:11 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel