

Kaukauna Public Library Board Meeting Minutes

October 22, 2019

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

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

Excused:

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

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:

- Sarah Read presented information on the Youth Services Development seminar she attended on August 25-28 in Delavan, Wisconsin. Read brought a lot of innovative ideas back from this event, including:
 - What makes a good program, how to plan programs with a purpose, how to manage programs beyond your skill set and knowledge base, how to approach programs with a growth mindset, and basing programming around training kids for jobs that may not have been invented yet.
 - Sensory sensitive story times, which are already underway.
 - Community guides to help patrons learn more about the unique landmarks within Kaukauna.
 - Lessons on how libraries can be media mentors, collection development, and dealing with concerns about library materials,
 - Lessons on self-care and setting boundaries for librarians, the importance of being familiar with the diverse needs of our communities, recognizing how the library serves the community as a whole, developing mutual benefit collaborations between schools and community organizations, the importance of removing access barriers to library services, and ways to help the community become more aware of library services.
 - Read also spent time refining her goals as a librarian, learned six key strategies to problem solving, and actively practiced these skills. She also noted that the seminar reinforced how lucky we are to have the staff and resources available at the Kaukauna Public Library.

Action Items

- Consent Agenda
 - Fallona moved to approve the consent agenda. Seconded by Van Boxtel. Motion passed unanimously.
 - Lucas moved to approve the financial report. Seconded by Kilgas. Motion passed unanimously.
 - Vondracek moved to place the September and October Financial and Statistics Reports on file. Seconded by Fallona. Motion passed unanimously.
- Closed Session
 - Driessen moved to convene to Closed Session for a budgetary discussion. Seconded by Vondracek. Motion passed unanimously.
 - The Library board convened to closed session pursuant to Wis. Stats. Section 19.85(1)e for discussion at 6:05 PM.

- Motion to return to open session made by Kilgas. Seconded by Van Boxtel. Motion passed unanimously. Convened to open session at 6:25 pm.
- Approval of 2020 Budget
 - Thiem-Menning presented the 2020 Budget draft. At this time, the library anticipates a budget increase of less than one percent (0.089). The current budget is not realistic to fully meet the needs of the library but Department Heads were asked to cut to make the whole budget fit.
 - Thiem-Menning will meet with the City Finance Director, HR, and the Mayor to discuss hiring for a contract position.
 - Kilgas moved to approve the 2020 Kaukauna Library Budget. Seconded by Landreman. Motion passed unanimously.

Director's Report

- Thiem-Menning has created the 2020 Kaukauna Public Library Budget to submit to the Kaukauna City Council. It was noted that quotes about how the library has positively impacted patrons was a great addition to the document.
- Fundraising continues for the Interactive Learning Garden; grants are currently being explored and Thiem-Menning will also work with the Library Foundation.
- The library website is being updated. The goal is to make the site more accessible, as well as to ensure it works on different platforms/mobile devices. James is working to redesign the website with a resource from OWLS assisting in this effort.
- Thiem-Menning and Schneider are working on a strategic plan for the library to address the DPI criteria that are currently not being met. The library is unable to meet even the lowest level of acceptable service standards at this time. It was noted that services increase each year and due to budgetary issues the library will be forced to cut programs in 2020.

Unfinished Business

- None

Assistant Director's Report

- Schneider shared a number of event highlights such as the annual coat drive on Saturday, October 26th and the Fox Cities Book Festival, which included 315 people attending 10 author events at our library. Additionally, there is interest in holding a grown-up story time event at 313 Dodge in 2020.
- Schneider noted that the Civic Engagement group from Kaukauna High School filled the Little Food Pantry and added a number of hygiene products as well.

New Business

- The library board will conduct a review on the Kaukauna Public Library Director, Ashley Thiem-Menning, and will submit this information to the City. The library board would like to create a more encompassing review process for 2020.

Adjournment

- Motion to adjourn by Landreman. Seconded by Fallona. Motion carried unanimously.
- Meeting adjourned at 6:54 PM

Drafted by: Anna Neumeier

Approved by: Ashley Thiem-Menning