

## **Kaukauna Public Library Board Minutes**

May 22, 2018

President Lucas called the Kaukauna Public Library Board of Trustees Meeting to order at 5:31 PM.

Present at the time the meeting was called to order: *D. Driessen, C. Fallona, G. Keating, P. Landreman, J. Lucas, C. Van Boxtel, and J. Vondracek.*

Excused: *M. Kilgas, L. Meyerhofer*

Also present: *Tony Wieczorek, Gavin Schmitt*

### **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**

- Wieczorek distributed Thank you notes from the Programs
- Gavin Schmitt, our newest staff member, was introduced to the board.

### **Action Items**

- Consent agenda
  - The following motions were presented.
    - April Board Minutes
    - April Special Board Minutes
    - April Financial Reports
  - Discussion:
    - Fallona was not listed on the April minutes.
    - Landreman asked about Library Materials and Contracted Services. Wieczorek explained the Contracted services were right on budget.
    - Wieczorek commented on the drop in circulation and the addition of 1500 new items.
  - Landreman moved to approve the Consent Agenda with amendment to minutes. Seconded by Driessen.
  - Motion passed unanimously.

### **Reports**

- Statistics
  - Wieczorek expanded upon the decrease in circulation and the ways to increase circulation: updated web site and social media, staff picks, new signage. The drop is statewide and it is a concern with the entire system. Comments about the newspaper losing circulation also. Wieczorek showed charts of statewide circulation. Comments about electronic devices replacing books & newspapers.
- Director's Report
  - Landreman suggested replacements for the open Board position. There was much discussion about the new Board replacement.
  - Wieczorek stated that progress on the Learning Garden is advancing.
- Assistant Director's Report
  - Fallona asked how the Seeds of the Future fundraiser.
- Technology Coordinator Report
  - No comments

- Friend's Report
  - Driessen reported that the Book sale did well. The first day was the best and there were even new memberships.
- Foundation Report
  - The Foundation meet without quorum. There was much discussion.
    - 2 resignations to fill
    - Talk of number of board members
    - Driessen will fill Council Representative on Board
    - Letter going out later this year for donations
    - Possible article in Times villager
    - Community support for donations
    - Grant writing potential
- Motion to place all reports on file by Vondracek.
- Seconded by Keating.
- Motion carried unanimously.

**New Business:**

- Motion to move into closed session to discuss personnel issue by Fallona. Seconded by Van Boxtel.
- Motion passed unanimously.
- Motion to return to Open Session by Driessen. Seconded by Fallona.
- Motion passed unanimously.

**Adjournment**

Motion to adjourn by Driessen. Seconded by Van Boxtel.

Motion carried unanimously.

Meeting adjourned at 6:35 PM

Drafted by:

Tony Wieczorek/LF

Approved by:

Carol Van Boxtel