

Kaukauna Public Library Board Minutes

January 23, 2018

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

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

Excused: *P. Landreman*

Also present: *Tony Wieczorek, Ashley 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/Announcements

- Wieczorek distributed correspondence complementing the staff.
- Rachel Boch, our newest staff member, was introduced to the Board

Action Items

- Consent agenda
 - Vondracek moved to approve the Consent Agenda with the DPI report to be considered under New Business. Seconded by Fallona
 - Lucas commented on the 2017 Budget balance. Wieczorek said that figure was preliminary since Finance had yet to close out their books.
 - Motion passed unanimously.

Reports

- Statistics
- Director's Report
 - Wieczorek reported on a comparison of 2016 to 2017 output measures. Circulation dropped by 3% but program attendance increased by 35% over 2016 as did use of meeting and study rooms.
 - Meyerhofer commented that trend lines be added in the future to better determine growth level
 - Driessen asked if study room use by students could be correlated to better grades.
 - Wieczorek drew attention and added explanation to the long term table of organization plan for the Library. He admitted that the table of organization is indeed "long" term. But that the Library would be moving in the direction of created and staffing sections providing specific services.
 - For example should a full-time position be added in 2019 technical services would be separated from material management.
 - Meyerhofer recommended exploring ways of combining Library technical services with Utilities.
 - Keating expressed concern that the Library concerns be adequately treated in a timely matter.
 - Wieczorek said that the Library is currently working more closely with Utilities.
 - Wieczorek reported that Stadtmueller would be attending a meeting with State Historical Society and National Park Service and hopes to have good news within a couple weeks.
 - Fallona asked for elaboration on how "fines" and "billed" charges would be separated. Wieczorek said he had recent discussions with Finance to set up account line whereby money received from patrons for lost or damaged items would be returned to the Library

so those monies could be used to actually replace lost or damaged items. All fines received would go to the City.

- Lucas asked why the Personnel figures for 2018 are lower. With new employees and reductions in some benefits savings were seen. Lucas also asked whether there was any cost of living increase in 2018. Wiczorek said a 2.5% increase was granted.
- Assistant Director's Report
 - Vondracek reported on a comment made by a patron that "our Library is awesome" referring to the Star Wars day.
 - Vondracek stated that Ashley is doing an excellent job with programs.
- Technology Coordinator Report – No Discussion
- Friend's Report
 - Give a Gift raised about \$700.00.
 - Another Give a Gift is planned in April or May.
 - Driessen said there would be more collaboration between Friends and Foundation regarding fund raising.
 - The Board complemented both organizations for working do well together.
- Foundation Report
 - Meyerhofer said he was seeking a master gardener to do some presentation.
 - The Foundation is awaiting formal approval on the Garden.
 - Driessen asked if there was any more thought on creating a programming room. None at the moment.
- Motion to place all reports on file by Vondracek. Seconded by Fallona.
- Motion carried unanimously.

New Business:

- Annual Department of Public Instruction Library Report.
- Motion to approve by Meyerhofer, Seconded by Van Boxtel.
- Motion passed unanimously.

Adjournment

Motion to adjourn by Meyerhofer. Seconded by Driessen.

Motion carried unanimously.

Meeting adjourned at 6:18 PM

Drafted by:

Tony Wiczorek

Approved by:

Carol Van Boxtel