

Kaukauna Public Library Board Meeting Minutes

August 25, 2020

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.

*The August 25, 2020 Kaukauna Public Library Board Meeting was held virtually.

Call to Order

- President Fischer called the Kaukauna Public Library Board of Trustees Meeting to order at 5:35 pm.

Roll Call

- Present: *O. Fischer, K. Hietpas, J. Lucas, A. Neumeier, C. Van Boxtel, P. Landreman, M. Kilgas and J. Vondracek*
- Excused: *D. Driessen*
- Also present: *A. Thiem-Menning*

Approval of June 23 meeting minutes

- Landreman moved to approve the June 23 Board Meeting Minutes. Seconded by Lucas. Roll call vote. Motion passed unanimously.

Action Items

- Bill Register June 2020
Van Boxtel made a motion to approve the June 2020 bill register. Seconded by Kilgas. Roll call vote. Motion passed unanimously.
- Bill Register July 2020
Hietpas made a motion to approve the July 2020 bill register. Seconded by Van Boxtel. Roll call vote. Motion passed unanimously.
- Approval of OWLS 2021-2022 Membership Agreement
Landreman made a motion to approve and sign the OWLS 2021-2022 Membership Agreement. Seconded by Kilgas. Roll call vote. Motion passed unanimously.

Information Items

- Director's Report
 - Thiem-Menning reported on the new agenda template stating it more closely aligns with City agendas.
 - The new bylaws will be sent out in September for adoption or further discussion ten days prior to the meeting.
 - An update on the progress with the new software CARLX was given. Thiem-Menning stated that the software has been a bit more challenging than expected.
 - Thiem-Menning went over the findings from the staff survey for the long range plan.
 - A letter was read by Thiem-Menning that was written for parents at RVMS regarding library use afterschool.
- Assistant Director's Report

- The library continues to have one of the most engaging FB pages of libraries in the Fox Cities and has passed 4K likes.
- Schneider's report stated that while mostly virtual, the Summer Reading Program app Bean Stack was very successful.
- Library programming will continue to be virtual until the end of the year.
- Public Services Coordinator's Report
 - Bervens report stated the number of individuals helped during the pandemic, citing he was able to help find jobs for three people.
- Trustee Topic 6
 - This topic from DPI focused on evaluating a library director.
- Statistics
 - Thiem-Menning reported that all statistics were down, but there was a nice increase of 1,000 people in the door count from June to July. OWLS is still missing random statistics, so the statistics page will be updated each month with what they are able to provide.
- COVID Positive Test Result Response Plan
 - Thiem-Menning and Schneider came up with a plan to respond to a positive staff case of COVID-19. The plan is to close for 96 hours to allow for the library to be cleaned and to assess staffing levels. 96 hours is the current time for quarantine of library materials to ensure no trace of the virus remains in the building.

Adjournment

- Landreman made a motion to adjourn at 6:40p. Seconded by Kilgas. All in favor. Motion passed unanimously.

Minutes Drafted by: Ashley Thiem-Menning

Minutes Approved by: Anna Neumeier