

## Kaukauna Public Library Board Minutes

June, 2016

Board President Gary Keating called the Kaukauna Public Library Board Meeting to order at 5:30 PM on June 28, 2016.

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

*Excused: C. Fallona, P. Landreman*

*Also present: T. Wieczorek, 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/Announcements

- None

### Action Items

- Motion by Vondracek to separate motion to authorize use of collection agency from rest of consent agenda. Seconded by Lucas. Motion carried unanimously.
  - Discussion of **Motion One** (Authorize use of Collection Agency by OWLSnet Libraries) ensued.
  - Kilgas recommended looking at data from collection agency to determine effectiveness and negative issues.
  - Meyerhofer moved for an amendment of the original motion to include a quarterly review of collection data and that the Kaukauna Library Board authorize use of Collection agency by OWLSnet libraries for a one year period.
  - Meyerhofer urged that proper accounting principles must be followed and recommended Wieczorek check with Van Rossum to make sure proper procedures are followed.
  - Amended motion (*Authorize use of collection agency by OWLSnet libraries for one year with quarterly review of collection data*) by Meyerhofer. Seconded by Lucas.
  - Motion passed unanimously.
  - **Motion Two** (Approve Referring Kaukauna Public Library Patrons to Collection) was then discussed.
  - The Board felt the Library Director should have the opportunity to waive fines in cases of hardship or for specific individual reasons. Also, the Director should be allowed to agree to accept payments over time for fines and bills.
  - Motion Two was amended as follows: *Approve referring Kaukauna Public Library Patrons to collection with exceptions documented by the Director in his monthly reports.*
  - Motion by Meyerhofer. Seconded by Van Boxtel.
  - Motion passes unanimously.
- Consent Agenda:
  - Approval of May Board Meeting Minutes
  - Approval of May Financial Reports
    - Vondracek noted an error in the expenditures line for Electric. Wieczorek will check the formula.

- Van Boxtel mentioned people are not seeking copies of Local History Room documents as they had and that the revenue line for Local History will likely not reach its budgeted goal.
- Motion to approve the above by Lucas. Seconded by Vondracek.
- Motion carried unanimously.

## Reports

- Director's Report.
  - Kilgas expressed displeasure with reports by patrons of staff operating curtly.
  - Wieczorek then presented PowerPoint of statistics and other information showing increase usage of the Library since moving to the Mill. His point was the staff is overwhelmed by new library card requests, patron questions, and usage by patrons. He offered not an excuse but an explanation for why some staff interactions may have been seemed brusque by some patrons.
  - Meyerhofer suggested that the few anecdotal reports of terseness is not necessarily a cause for concern but that staff should be approached individually when comments are made.
- Programming Librarian's Report.
  - Board members again commented particularly on how much they appreciate and enjoy Thiem-Menning's reports.
- Technology Coordinator's Report
  - Keating was pleased the new higher speed fiber had been connected.
- Friend's Report
  - The Friends organization is planning on showing appreciation to Library staff by purchasing lunch and other treats during a week in July.
  - A suggestion was made to post pictures of volunteers at the Library.
  - The Friends are also planning a silent auction fund raiser for the fall.
- Foundation Report – None.
- Motion to place all reports on file by Vondracek. Seconded by Meyerhofer.
- Motion carried unanimously.

## Adjournment

Motion to adjourn by Lucas. Seconded by Driessen.

Motion carried unanimously.

Meeting adjourned at 6:24 PM

Drafted by:  
Tony Wieczorek

Approved by:  
Carol Van Boxtel