

Kaukauna Public Library Board Meeting Minutes

June 23, 2020

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

Present: *O. Fischer, K. Hietpas, J. Lucas, A. Neumeier, C. Van Boxtel, and J. Vondracek*

Excused: *D. Driessen, P. Landreman, and M. Kilgas*

Also present: *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.

*The June 23, 2020 Kaukauna Public Library Board Meeting was held virtually.

Public Appearance/Correspondence/Announcements

- Thiem-Menning shared Trustee Topic 5, hiring a library director, with the board.
- Welcome to Kevin Hietpas, the newest Kaukauna Library Board Member!

Consent Agenda

- Vondracek moved to approve the May Board Meeting Minutes and Financial and Statistics Reports. Seconded by Van Boxtel. Motion passed unanimously.

Reports

- The library's water heater has started leaking and will need to be replaced. Thiem-Menning is working with the building landlord and has contacted Bassett Mechanical in regards to this issue. Thiem-Menning is also reviewing the building lease with the city attorney and finance director to ensure maintenance is being handled appropriately.
- Oshkosh Public Library recently had a positive COVID-19 case and shut down temporarily to handle this issue. If a positive case occurred at our facility, the Kaukauna Public Library would also need to shut down, and will therefore plan for this potential situation. Thiem-Menning is going to discuss this issue with other Kaukauna department heads and determine what the city protocol will be.
- The Wisconsin DPI released their Education Forward guidelines, which will affect the library and library personnel this fall. Thiem-Menning has read through these recommendations and is working to address how to handle the multitude of scenarios that may occur. The city of Kaukauna's HR department and the city attorney will hopefully draft guidelines on how to handle personnel who are affected by these guidelines.
- United Steel Workers 2-20 made a generous donation to the Kaukauna Public Library Little Free Pantry. The Little Free Pantry is open at this time and has been moved to the lobby for easier access.
- Vondracek moved to place the reports on file. Seconded by Lucas. Motion passed unanimously.

Old Business

- The Director Evaluations by the Library Board were collected and compiled by Kilgas; she will share this document with Thiem-Menning soon.

New Business

- None.

Adjournment

- Motion to adjourn by Neumeier. Seconded by Hietpas. Motion passed unanimously.
- Meeting adjourned at 6:20 pm.

Drafted by: Anna Neumeier

Approved by: Ashley Thiem-Menning