

Kaukauna Public Library Board Meeting Minutes

September 24, 2019

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

Present: *D. Driessen, O. Fischer, M. Kilgas, P. Landreman, J. Lucas, A. Neumeier, C. Van Boxtel, and J. Vondracek*

Missing: *C. Fallona*

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.

Public Appearances/Announcements:

- Postcards for the October 4th grand opening of the Interactive Learning Garden were passed out to the board members.

Action Items

- Consent Agenda
 - Motion to approve Consent Agenda by Vondracek. Seconded by Van Boxtel. Motion passed unanimously.
 - Vondracek moved to approve the August meeting minutes with a correction that Marcia Trentlage of the OWLS Board of Trustees attended the meeting. Seconded by Van Boxtel. Motion passed unanimously.

Reports

- Statistics
 - No comment
- Director's Report
 - Winnefox sent a letter to OWLS stating they are no longer interested in a five year merger due to an inability to resolve a number of issues between the two systems. Thiem-Menning will keep the Kaukauna Library Board updated on this issue if anything changes or if the state forces a merger.
 - Thiem-Menning has been working diligently on the library's finances. She has set meetings with city personnel, specifically the city attorney, to ensure building maintenance is being funded correctly per the lease agreement. She will also be working with city personnel to ensure the 2020 library budget is executed properly.
 - It is important to note there are three tiers set forth by the state for acceptable levels of service, and while the goal is to achieve a tier 3, our library is unable to meet even a tier 1 on most services. These ratings are applied to services such as computers to community population ratios, books to population ratios, numbers of hours open, and so forth. We would succeed if programming was ranked, but the Kaukauna Public Library only meets a tier 1 rating for the computer to population ratio. The greatest issue facing our library meeting these levels of acceptable service is understaffing. If staffing is negatively affected by the 2020 budget, many services will have to be reconsidered and the vision to achieve tier 3 service levels will become even more difficult.
 - Thiem-Menning submitted capital improvements to the city, and has suggested breaking down the improvements into separate years in order to make these goals easier to achieve. The objective behind the safety-related capital improvements is to be proactive in addressing security in our building, especially after the incident that occurred at the Appleton Public Library.

- A juvenile has been banned from the library for an extended amount of time after threatening another student.
- Assistant Director’s Report
 - No comment

New Business

- Lucas moved to adopt of the State of Wisconsin general records schedule for Wisconsin’s Public Libraries and Public Library Systems and related records, with any records created by the library that are not a part of the State record retention schedule will follow the City of Kaukauna schedule until formally amended or superseded. Seconded by Vondracek. Motion carried unanimously.
- Kilgas moved to authorize the Library Director and Board Financial Secretary to close the Special Use checking account at East Wisconsin and open a new Special Use account at Bank of Kaukauna and to add the Assistant Director, Angela Schneider, to the account. Seconded by Fischer. Motion carried unanimously
- Neumeier moved to revise the Appropriate Use Policy as presented in the board packet. Seconded by Lucas. Motion carried unanimously.

Adjournment

- Motion to adjourn by Van Boxel. Seconded by Kilgas. Motion carried unanimously.
- Meeting adjourned at 6:23 PM

Drafted by: Anna Neumeier

Approved by: Ashley Thiem-Menning