

Kaukauna Public Library Board Minutes

March 26, 2019

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

Excused: *C. Fallona, P. Landreman.*

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: None.

Action Items

- Consent agenda
 - Motion to approve Consent Agenda by Driessen. Seconded by Van Boxtel.
 - Motion passed unanimously.

Reports

- Statistics - no comments
- Director's Report
 - Thiem-Menning shared that the JET student program is running successfully in our library. The current student does an excellent job supporting staff by completing a variety of cleaning and shelving tasks, and will continue to assist in this role through April.
 - Thiem-Menning is exploring options to streamline the Library's finance reporting process, as work is currently being replicated amongst staff and three sets of financial records are unnecessarily being maintained. Moving forward, it would be beneficial to use only one software application to track and share financial information. Excel and Quickbooks are currently being used, and the City is also considering granting all department heads access to Springbrook, a cloud-based finance software option for municipalities. The Library will follow what the City recommends regarding software and will ensure financial visibility is maintained. A meeting is set for the first week of April with Will Van Rossum to finalize software decisions, and Thiem-Menning will share an update at the next Library Board of Trustees Meeting.
 - The Library is also evaluating website statistics. Thiem-Menning shared examples of current data reports from Google that are no longer relevant and would like to explore which statistics are available that may be more useful for the Library and the website's

maintenance. The board supported exploring statistics options and would like an update shared if any adjustments are made.

- Thiem-Menning met with Trevor Frank to review the request being submitted to the Nelson Fund for the Interactive Garden. There are two to three potential classrooms remaining with naming rights, so a list of potential candidates for donors is being compiled. Additionally, engraved plaques will be added to the Interactive Garden that creates an opportunity for \$5,000, \$10,000, \$15,000, and \$20,000 donation recognition.
- Contractors have started initial work on the Interactive Garden, but weather will likely cause the construction to start in mid-April. A groundbreaking ceremony will be held on May 9th. Work is set to be completed on September 6th, with anticipation of a punch list being submitted at that time. There will be no disruption to library access during construction, although a few parking spots may be used for equipment when necessary.
- Assistant Director's Report - no comment.
- Motion to place all reports on file by Vondracek. Seconded by Driessen. Motion carried unanimously.

Closed Session

- Driessen moved to convene to Closed Session for discussion of personnel matters at 6:10pm. Seconded by Vondracek. Motion passed unanimously.
- Kilgas moved to convene Closed Session. Driessen seconded. Motion passed unanimously.

New Business: None.

Adjournment

- Motion to adjourn by Kilgas. Seconded by Driessen. Motion carried unanimously.
- Meeting adjourned at 6:25 PM

Drafted by: Anna Neumeier

Approved by: Ashley Thiem-Menning