

## **Kaukauna Public Library Board Minutes**

February 26, 2019

Vice-President Driessen 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, C. Fallon, O. Fischer, M. Kilgas, A. Neumeier, C. Van Boxtel, and J. Vondracek.*

Excused: *P. Landreman, J. Lucas*

Also present: *T. Wieczorek, A. Thiem-Menning, and T. Frank.*

### **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**

- Trevor Frank gave an update on the Garden construction. Milbach Construction's bid was approved by City Council. They plan on beginning construction as soon as possible. They also pledged \$25,000 for the History Classroom.

### **Action Items**

- Consent agenda
  - Motion to approve Consent Agenda by Van Boxtel. Second by Neumeier.
  - Motion passed unanimously.
- Other Action Items
  - Motion to approve Policy Update changes. Seconded by Fallon.
    - Fallon asked about Funeral leave should the funeral take place after seven business days had taken place.
    - Wieczorek said the employee could comp time to be used when the actual funeral occurred.
    - Fallon asked about rate of overtime pay.
    - Wieczorek commented that any overtime pay is at the regular hourly rate.
    - Motion passed unanimously.
  - Foundation Motion
    - Motion to approve the Foundation Motion by Kilgas. Seconded by Vondracek.
    - Vondracek moved that article #5 "That the Foundation manage its own accounts and present the Library Board with an end of year profit/loss statement" be amended to read "after completion of the Interactive Learning Garden." Seconded by Fallon.
    - Thiem-Menning explained that due to fund raising that had already taken place and while it is ongoing, it makes more sense from an accounting management perspective to retain some control at the Library Board level but that future endowment efforts should be managed by the Foundation.
    - Motion passed unanimously as amended.

### **Reports**

- Statistics – no comments.
- Director's Report
  - Wieczorek was asked if he had anything to add. He did not.

- Fallona complemented Van Boxtel on the work done by Local History Room volunteers.
- Assistant Director's Report
  - Fallona asked how the hiring process for Assistant Director was proceeding.
  - Thiem-Menning replied that only one interview had occurred but that another was scheduled for March 1 and that three others would be conducted in the coming weeks. The interview schedule was delayed due to the Human Resource Director's vacation plans.
- Technology Coordinator Report
  - Fallona asked whether the training day afforded enough time to properly present refreshers on library system operations.
  - Thiem-Menning reported that the day was filled with information and that an operations manual is nearing completion but that extra time for training could always be used.
- Friend's Report
  - The Friend's report appeared in written format. No further comments raised.
- Foundation Report
  - Frank's presentation on the Garden which included some information on the amount of fund raising that had been done and will be done qualified as the Foundation Report.
- Motion to place all reports on file by Vondracek. Seconded by Fischer.
- Motion carried unanimously.

**Unfinished Business: None**

**New Business:**

- Motion by Vondracek to add Thiem-Menning as a signer for financial documents. Seconded by Neumeier.
- Motion passed unanimously.
- Van Boxtel announced her resignation as Secretary.
  - Fallona nominated Neumeier to complete Van Boxtel's term. Seconded by Kilgas.
  - Van Boxtel moved to close nominations. Seconded by Fischer.
  - Motion passed unanimously.
  - Neumeier accepted nomination. Her duties will begin with the March meeting.

**Adjournment**

Motion to adjourn by Fallona. Seconded by Kilgas.  
 Motion carried unanimously.  
 Meeting adjourned at 6:45 PM

Drafted by:  
 Tony Wiczorek

Approved by:  
 Ashley Thiem-Menning