

Kaukauna Public Library Board Minutes

November 27, 2018

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, P. Landreman, A Neumeier, C. Van Boxel, and J. Vondracek.*

Excused: *J. Lucas*

Also present: *Tony Wiczorek, 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

- New Board member Anna Neumeier was introduced to the Board.

Action Items

- Consent agenda
 - Vondracek moved to approve Consent Agenda. Second by Fallon.
 - Motion passed unanimously.

Reports

- Statistics
 - The Board briefly discussed emerging trends in library usage especially with regard to eBook circulation.
- Director's Report
 - Wiczorek reported on a one year ban notice served to a minor.
- Assistant Director's Report
 - Thiem-Menning reported that the Kaukauna Library's gift wrapping event on Saturday, December 15 from 10 AM- to noon was mentioned in Martha Stewart Living Magazine.
 - A report was also made on the upcoming Book Festival.
 - Thiem-Menning also gave a report on the upcoming Planters with Purpose event to be held November 29th in concert with another Give a Gift book buying fund raiser sponsored by the Friends of the Library.
- Technology Coordinator Report
 - No comments.
- Friend's Report
 - A brief discussion on the location of the 2019 staff Holiday Party ensued..
- Foundation Report
 - Driessen reported on upcoming fund raising efforts:
 - Christmas tree selling through December.
 - An update on a revision to the annual end of year appeal letter.
 - Celebrity grocery bagging at the Kaukauna Piggly Wiggly on December 8th including a contest between the Wisconsin bagging champion and Mayor Penterman.
- Motion to place all reports on file by Vondracek. Seconded by Fallon.

- Motion carried unanimously.

Unfinished Business:

- Motion by Fischer to transfer the customary December Board meeting to January due to the Christmas holiday.
- Second by Van Boxtel.
- Motion passed unanimously.

5:58 pm Tony Wieczorek excused

Closed Session:

- Vondracek moved to go into Closed session for discussion of personnel matter. Second by Fallona.
- Motion passed unanimously.

6:38 pm Returned to open session

Driessen moved to promote A. Thiem-Menning, Assistant Director to Director's position (date to be determined based on Tony's resignation date) Second by Fallona. Motion passed unanimously.

Kilgas moved to change the pay grade for new assistant director from pay grade 15 to pay grade 18. Seconded by Fischer. Motion passed unanimously.

Fallona moved to adjourned. Seconded by Driessen. Motion passed unanimously.

Meeting adjourned at 6:45 pm

Adjournment

Motion to adjourn by Fallona. Seconded by Driessen.

Motion carried unanimously.

Meeting adjourned at 6:45 PM

Drafted by:
Tony Wieczorek

Approved by:
Carol Van Boxtel