

## **Kaukauna Public Library Board Minutes**

October 24, 2017

Board 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, G. Keating, M. Kilgas, P. Landreman, J. Lucas, and J. Vondracek.*

Excused: *C. Fallona, L. Meyerhofer, C. Van Boxtel*

Also present: *Tony Wieczorek*

### **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 by Driessen. Seconded by Vondracek.
  - Discussion: Lucas noted there should an end of meeting time added and that the business meeting ended at 6:45 PM.
  - Motion passed unanimously.
- 2018 Budget
  - Motion to approve the 2018 proposed Library budget by Driessen. Seconded by Kilgas.
  - Discussion:
    - Wieczorek pointed out changes in original draft given to Board.
    - Allocation to support Human Resource increased by \$2,000
    - Also discussed was how materials budget is offset by need to hire a contracted employee.
    - Lucas pointed out that much of our budget are charges over which we have no control.
  - Motion passed unanimously.

### **Reports**

- Statistics
  - Minor drop in circulation since last year but last year had seen a 6% increase from year before.
  - Lucas asked whether door count decreased as well. Wieczorek pointed that door count is not entirely reliable for indicating library usage. Circulation, borrow rates from other libraries, overdrive usage, wireless usage, and Program attendance are better indicators of library use. Study Room, Conference Room and Volunteer help are all up from last year.
- Director's Report
  - Wieczorek reported that Carrie Marhefke has accepted a position at the Library. Natalie Guyette has also been given an offer letter.
  - Vondracek commented that there is so much turn over in part-time staff. Wieczorek stated that this is common especially with younger staff who have more qualifications.
  - Wieczorek also displayed a representation of the signs that will be identify the Library. The sign should be visible from Catherine Street.
  - Wieczorek reported that drawings on the Garden are still being worked on.

- Wieczorek showed several PowerPoint slides showing output measures derived from DPI reports and showed how they fare compared to the 13 OWLS libraries and 10 local libraries.
- Kaukauna fared quite well in those comparisons.
- Wieczorek also gave an update on the Department of Public Instruction's attempt to re-design the State's libraries system and referred to the Steering Committee final report.
- Programming Librarian's Report.
  - Thiem-Menning has been very busy with Community Reads these past weeks.
- Technology Coordinator Report
  - Heise had a good meeting the Utilities.
  - Keating asked about people not having received holds due emails. Heise is aware of the issue and have been in contact with OWLS to rectify. One aspect of the issue may be related to OWLS recent change to Outlook.
- Friend's Report
- Foundation Report
  - Waiting for Garden approval before formal fund raising commencing but that the fund raising committee is doing preparatory work.
  - Landreman reported that Able is working on a "Planters with a Purpose" holiday fund raiser.
  - Landreman also presented what the recognition plaques would look like.
- Motion to place all reports on file by Vondracek. Seconded by Driessen.
- Motion carried unanimously.

#### **New Business:**

- Board members asked that Board packets be mailed in paper form again.
- Wieczorek said he would comply.

#### **Closed Session to Discuss Personnel Matter**

- Motion to move to closed session by Landreman. Seconded by Vondracek.
- Motion carried unanimously.

#### **Return to Open Session**

- Motion to promote Thiem-Menning to Assistant Director effective immediately by Kilgas with the understanding that any adjustment in salary will depend upon comprehensive position review which may or may not be affective in 2018. In the meantime, Thiem-Menning will retain the same job duties with a change in title to Assistant Director. Seconded by Driessen.
- Motion passed unanimously.

#### **Adjournment**

Motion to adjourn by Landreman. Seconded by Driessen.

Motion carried unanimously.

Meeting adjourned at 6:36 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel