

Kaukauna Public Library Board Minutes

September 26, 2017

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

Present at the time the meeting was called to order: D. Driessen, C. Fallona, G. Keating, M. Kilgas, P. Landreman, , L. Meyerhofer, J. Lucas, C. Van Boxtel, and J. Vondracek.

Excused:

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

- Lucas reported that Wieczorek was ill and would not be present. Thiem-Menning would fill in for him.

Action Items

- Consent agenda
 - Meyerhofer moved that item “C” the “2018 Budget Approval” be tabled due to copies of the Budget not being available. Seconded by Keating.
 - Motion passed unanimously.
 - The following motions were presented.
 - A) August Board Minutes
 - B) August Financial Reports
 - Motion to approve remainder of Consent Agenda by Vondracek. Seconded Keating.
 - Motion passed unanimously

Reports

- Statistics
 - Thiem-Menning reported that Adult Program attendance was down because the Fox Cities Book Festival which usually occurs in April is planned for October.
- Director’s Report
 - Lucas reported that the Board had passed motions at the August meeting mandating Wieczorek to present a plan for signage which was included in the Director’s Report. Thiem-Menning presented a picture presenting the plan for sign placement generated by City Public Works Department.
 - The other motion was to seek clarification of the Building Maintenance charges paid to the landlord. Lucas reported Wieczorek had received an email from Building Manager Cheryl Williamson just before the meeting began. Lucas read the email explaining the charges.
- Programming Librarian’s Report.
 - Board congratulated Thiem-Menning on the grants she received.
 - Thiem-Menning reported that the Fairy Walk was massively successful and distributed the Time-Villager coverage of the event.
- Summer Reading Report
 - Thiem-Menning reported how this year’s record keeping reflected an actual rather than an inflated count of participants. In the past children would complete the registration form but not participate. This year only actual participants were counted.
 - She also recognized the businesses whose donations made the program successful.

- While the count of participants declined from last year, Summer Reading program attendance increased by 2,000.
- All children who completed their assignments received three free books which totaled almost 1,452 books, the most of any library in the area. Funds to purchase them came from the Library's Special Use Fund and grants. Altogether the cost came to approximately \$2,000.
- Technology Coordinator Report
 - Lucas inquired about phones in the Board and Conference Rooms. Thiem-Menning said they would likely be added in 2018.
 - Service desk computers would also be replaced with the older machines going to the YA computer room.
- Friend's Report
 - Driessen reported that the Foundation was planning a Christmas event with an auction and that Friends are planning a repeat of the "Give a Gift" on Saturday, December 2nd.
 - Driessen reported on the Friends booth at the Farmer's Market which included a used book sale which raised \$77.00. Some 90 children participated in the craft projects
- Foundation Report
 - Landreman reported the Foundation was waiting for State approval of the Garden project.
 - He and Meyerhofer reported on the creation of an ad hoc fund raising committee which would possibly meet in the next two or three weeks.
 - Landreman also reported that one of the things that never happened was acknowledgement for donors. Plaques will be prepared and displayed in various rooms throughout the Library.
 - Thiem-Menning reported that she is working with Kay Able on a fundraiser during the Christmas season to occur on December 7th from 6-8 PM. Starting November 13th decorative planters which be placed around the Library which can either be purchased outright or bid on. There will also be a raffle for a snow man tree.
- Motion to place all reports on file by Vondracek. Seconded by Van Boxtel.
- Motion carried unanimously.

New Business: None

Closed Session to Discuss Director's evaluation

- Motion to move to closed session by Meyerhofer. Seconded by Fallona.
- Motion carried unanimously.
- Thiem-Menning distributed a report by Wieczorek on his 2016 goals.

Adjournment

Motion to adjourn by Driessen. Seconded by Van Boxtel.
 Motion carried unanimously.
 Meeting adjourned at PM

Drafted by:
 Tony Wieczorek

Approved by:
 Carol Van Boxtel