

## **Kaukauna Public Library Board Special Meeting Minutes - Open Meeting**

July 22, 2014

**Board Vice-President Gary Keating** called Kaukauna Public Library Board Meeting to order at 5:38 PM on July, 22, 2014.

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

*Absent: C. Fallona. Excused: F. Brewster Also present: T. Wiczorek.*

### **Compliance with Open Meeting Law**

- A Notice of the Meeting of the Kaukauna Public Library Board was emailed to the Times/Villager and the Post Crescent East more than twenty-four hours prior to the meeting and a Notification of the Meeting and an Agenda for the meeting was posted at City Hall and in the library more than twenty-four hours prior to the meeting.

### **Action Item**

- Request to Fill Library Assistant Position
  - Kilgas moved to approve the request to fill the staff position left vacant by Meixensperger's retirement.
  - Seconded by Vondracek
  - Some discussion ensued about whether the Board needed to approve a request to fill an existing position in the Library's Table of Organization.
    - Meyerhofer stated it was good practice to do so and cited justification. He also said it gave an occasion to review the position and its requirements and that the Director should include a rationale for why the position should be filled.
    - Wiczorek agreed and said while it was not in the current policy manual he would add it into the revision.
    - Keating asked for a language change to article "H" to read "Maintains patron adherence to library policies."
  - Motion carried unanimously.

### **Adjournment**

○ Motion to adjourn by Van Boxtel seconded by Landreman.

Motion carried unanimously.

Meeting adjourned at 5:55 PM

Drafted by:  
Tony Wiczorek

Approved by:  
Carol Van Boxtel