

Kaukauna Public Library Board Minutes - Open Meeting

June 24, 2014

Board President Cindy Fallona called Kaukauna Public Library Board Meeting to order at 5:30 PM on May 27, 2014.

*Present at the time the meeting was called to order: C. Fallona, G. Keating, J. Vondracek, C. Van Boxtel, P. Landreman, M. Kilgas, F. Brewster, J. Lucas, and L. Meyerhofer.
Also present: D. Driessen, A. Thiem-Manning, T. Wieczorek.*

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.

Public Appearances

- None

Action Items

- Approval of May Library Board minutes:
 - Motion to approve by Vondracek and seconded by Van Boxtel.
 - No discussion.
 - Motion carried unanimously.
- Financial Report
 - Motion to approve Financial report by Brewster and seconded by Kilgas.
 - No discussion.
 - Motion carried unanimously.

Reports

- Statistics
 - Board members wondered why number of card holders was down. Wieczorek explained he contacted OWLS who said the decrease was due to a purge of card holders who no longer had active cards and/or who changed their home agency.
 - Report put on file.
- Director's Report included with documents and placed on file.
 - Question about Brown County billing were raised. Members wondered why the cost per circulation for Kaukauna was so high. Meyerhofer explained that the cost per circulation was figured by taking the total operating figures and divided by total circulation.
 - Kilgas asked for comment on why article on libraries was included in Board packet. Wieczorek reported it seemed worthwhile and Van Boxtel encouraged him to include it in the packet. Landreman suggested the Board establish a committee within the Board to ensure the Library remains on the cutting edge.

This committee could also include people outside the Board for additional input.

- The week long workshop for Board members was discussed. Several members expressed interest in attending some of the webinars. Wieczorek said he would check with OWLS about log in procedures and that the Library would host the webinars for interested Board members.
- Lucas and others asked questions regarding the Library Disaster plan and mentioned how the Library had been used in the past as a gathering site for fires and other accidents. Wieczorek stated that was he was inquiring about the City's COOP so as to make sure the Library's place in it is recognized and understood.
- Fallona commented favorably on the report explaining the Miscellaneous expenditures.
- Report put on file.
- Programming Librarian's Report included with documents and placed on file.
 - Number of Summer Reading Program participants is higher than last year.
 - Report put on file.
- Technology Coordinator's Report included with documents and placed on file.
 - Board was pleased with number of registrants for the computer classes.
 - Report put on file.
- Friends Report
 - Fallona commended the Friend's on the recent book sale at which over \$900 was raised.
 - Driessen reported that 13 people attended the Friend's Summer Fling and that there was a very good response to the silent auction.
 - Board members commented on how well run the event was. Driessen said it would occur again in the spring.
 - Fallona thanked Board members for participating in the event.

Old Business

- None

New Business

- The Library's Long Range Plan was discussed. Board members acknowledged that the current plan is obsolete. Discussion ensued about revising the Long Range Plan (LRP):
 - Board members asked for copies of the current LRP
 - Several ideas and suggestions arose:
 - Set aside time at next few Board meetings for discussion of LRP topics
 - Hold a retreat for planning in the fall.
 - Invite select patrons who use the library frequently for ideas.
 - Board decided to have an abbreviated agenda in September and set aside time for LRP discussion.
 - Establish a subcommittee after the Board expresses ideas and thoughts to develop a LRP draft to present to the Board.
- The Board discussed whether to meet monthly including July and January.
 - Discussion included whether to meet earlier in December

- Landreman moved to change the December Board meeting date to December 16th and to meet in January, 2015.
- Van Boxtel seconded.
- Motion carried unanimously.
- Board also decided to meet in July on the 4th Tuesday.

Adjournment

Motion to adjourn by Kilgas seconded by Landreman.

Motion carried unanimously.

Meeting adjourned at 6:22 PM

Drafted by:

Tony Wiczorek

Approved by:

Carol Van Boxtel