

Kaukauna Public Library Board Minutes

August 25, 2015

Board President Gary Keating called Kaukauna Public Library Board Meeting to order at 5:30 PM on August 25, 2015.

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

Excused: F. Brewster

Also present: T. Wiczorek, A. Thiem-Menning, K. Kohne.

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

- Consent Agenda
 - Motion to approve the following by Kilgas. Seconded by Vondracek.
 - June and July Board meeting minutes
 - June and July Financial reports
 - 2nd Quarter Investment Report
 - 2016 Closed Days
 - Motion carried unanimously.

Reports

- Statistics
- Director's Report.
- Programming Librarian's Report.
- Technology Coordinator's Report.
- Reports presented without comment or question.
- Motion to place all reports on file by Vondracek. Seconded by Van Boxtel.
 - Motion carried unanimously.

Old Business: None.

New Business:

- 2016 Budget presentation
 - Wiczorek explained the 2016 budget pointing out that Personal figures were not yet known.

- Library budget was divided into three parts. This was done to show areas of specific increase and how Library administration was attempting to hold down costs.
 - The biggest increase to budget is in building expenses, namely rent and maintenance costs.
 - Wieczorek stressed that a request for personnel would be incorporate in the 2016 budget when presented to the Mayor and Finance Director.
 - Biggest changes to the budget include 3M service contracts for various RFID equipment. Nonetheless, despite an increase in Materials expenditures, the Library's 2016 Miscellaneous increase, excluding rent and maintenance charges, increased only 2.1%.
 - Wieczorek explained the rationale for increasing building expenses, namely, elevator, HVAC, landscaping, utilities, insurance, parking lot, property taxes, etc.
 - Extra personnel requests were not included in the budget as approved.
 - Wieczorek reminded the Board that they were agreeing to the budget that will be presented to Mayor and Finance Director as that as such may be subject to change.
 - Meyerhofer recommended that the budget be brought back to the Board for approval after discussion with the Mayor and Finance Director.
- Personnel Committee Report
 - Wieczorek presented a recommendation for personnel needs. This was in fulfillment of one of his 2015 goals.
 - Although proactive in matters of technology, facility needs, and organizations the Library has been lacking in staffing.
 - In recent years program attendance has soared. This has heavily taxed staff resources.
 - The Library currently has fewer staff than it had in the past. While new people have been hired with particular specializations to replace those who retired, e.g., programming, history, social media, etc., this did not remedy the need for additional staff.
 - The first recommendation was to hire a full-time professional librarian to assist with many job duties not able to be performed by a person without the proper training.
 - The second recommendation was to hire someone to help prepare for the impending move. It may be possible to outsource this position to an outside firm.
 - Money is believed to exist in the 2015 budget for the second recommendation.
 - The request for additional staff is not based on square footage or a larger facility is based on current service needs.
 - The third recommendation was a matter for closed session
 - Motion to Move into Closed Session by Vondracek. Seconded by Van Boxel.
 - Motion carried unanimously.
 - Motion to return to Open Session by Van Boxel. Seconded by Fallona.
 - Motion carried unanimously.
 - Back in open session Board members voiced several questions and concerns about the first two recommendations:
 - What was meant by someone to “facilitate” the move?

- With demands on staff there is need to have someone help organize or facilitate the move as well as provide some custodial and library services.
 - Is this a full or part-time position?
 - Right now at least one part-time person but with the possibility of becoming 2 part-time positions to provide adequate coverage for all the hours we are open.
 - What is meant by “outsourcing” this position?
 - It may be more beneficial to hire someone to perform these duties similar to our cleaning service.
 - Would there be as much continuity with an outsourced firm as with someone working through the City?
 - Could someone doing custodial work for other tenants in the new building also provide custodial work for the Library? Are we talking about two separate positions: one to help prepare for the move and one to continue working as a custodian in the new building?
 - What about using a temp agency?
 - Where does the title for the Library Services Associate come from? Is the pay grade a correct one? Where does this person fall in the chain of command?
- Wiczorek will digest the Board’s concerns and questions and continue the discussion with HR and report back to the Board.
 - Landreman suggested that any funds coming in to the Library would be handled by the Foundation. This would only pertain to new donations, not to pledges or to money already in the Building Fund.
 - Do we have enough funds to furnish the library given current expense estimates?
 - Board felt it should wait until the building project is over before acting on this.

Adjournment

Motion to adjourn by Lucas seconded by Meyerhofer.

Motion carried unanimously.

Meeting adjourned at 5:57 PM

Drafted by:
Tony Wiczorek

Approved by:
Carol Van Boxtel