

Kaukauna Public Library Board Minutes

January, 2015

Board President Cindy Fallona called Kaukauna Public Library Board Meeting to order at 5:30 PM on January 27, 2015.

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

Excused: F. Brewster, P. Landreman, M. Kilgas

Also present: D. Driessen, T. Wiczorek, A. Thiem-Menning, M. 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.

Public Appearances

- None
- Wiczorek distributed a copy of a photograph in the Post Crescent that was taken at our Library.
- Vondracek informed the Board that the Memory Project is now linked to Recollection Wisconsin. Keating suggested we also post a link to Recollection Wisconsin on the Library website.

Action Items

- Approval of December, 2014 Library Board minutes:
 - Motion to approve by Kilgas and seconded by Van Boxtel.
 - No discussion.
 - Motion carried unanimously.
- Financial Reports
 - Motion to approve the December, partial Financial reports and fourth quarter investment report by Lucas and seconded by Keating.
 - Fallona asked why the report was listed as “partial”. Wiczorek replied that the final December expenditure report from City Hall had not yet been received and that a final version of financial reports would be available in February.
 - Motion carried unanimously.
- Motion to Approve Kaukauna Public Library Policy Revisions
 - Motion to approve by Van Boxtel and seconded by Vondracek to approve the second part of Library Policy revision (Section V, Proper Library Use Policies)
 - Discussion:
 - Various Board members pointed out grammatical and typing errors. These were noted or collected and corrections will be made.

- Recommendation was made to request input from City Attorney to proof language and terminology.
 - Smoking ban should include e-cigarettes.
 - Board members asked that the entire Policy Manual be presented to the Board after attorney review and corrections/changes have been made.
 - The motion was made to approve this selection of Library policies pending the final review of the Policies in their corrected form.
- Motion carried unanimously.

Reports

- Statistics
 - Report put on file.
- Director's Report included with documents and placed on file.
 - Wieczorek commented on change of System director and its impact on long range planning. He said he had been in communication with Walter Burkhalter who was still interested in facilitating the planning process.
 - Another individual had also been approached as an alternate. Board members directed Wieczorek to continue communication with Burkhalter as well as exploring other options such as Fox Valley Technical College. Other individuals were also named as possible facilitators.
 - Wieczorek said he would research compensation.
 - A copy of a newspaper article from the Post Crescent was distributed regarding the Brown County billing of Outagamie County for library services.
 - A draft of the annual DPI report was distributed to the Board.
 - Report put on file.
- Programming Librarian's Report included with documents and placed on file.
 - Fallona remarked favorably how program attendance has increased.
 - Report put on file.
- Technology Coordinator's Report included with documents and placed on file.
 - Fallona commented on bandwidth growth.
 - Lucas and Van Boxtel favorably commented on the Library's website.
 - Report put on file.
- Friends Report
 - Driessen mentioned the Friends' annual meeting on January 28, 2015 and again mentioned difficulties with finding officers.
 - Fallona again encouraged Library Board members to attend the Friends' annual meeting.
- Foundation Report
 - Meyerhofer highlighted some points of the January Foundation meeting.
 - Report put on file.

Old Business:

- Long Range Planning Committee: See discussion in Director's report above.

New Business

- None.

Adjournment

Motion to adjourn by Meyerhofer seconded by Lucas.

Motion carried unanimously.

Meeting adjourned at 6:30 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel