

## **Kaukauna Public Library Board Minutes**

March 28, 2017

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

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

*Excused: D. Driessen; P. Landreman;*

*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**

- Thiem-Menning announced that Wieczorek was ill and would not be present for the meeting.

### **Action Items**

- Consent agenda
  - The following motions were presented.
    - February Board Minutes
    - February Closed Session 1 Minutes
    - February Closed Session 2 Minutes
    - February Financial Reports
  - Discussion
    - Vondracek stated there was no mention in the second closed session meeting minutes of the purpose for the closed session and that they minutes should be amended to state the Library Board voted to approve the Director's next step increase.
    - Keating wondered why there was no charge for January and February heating fuel expenses and why there were no recorded expenses for Water, Sewer, and Electric in January. He asked that these omissions be explained at the next meeting.
    - Keating also asked why the County appropriation totals were not included on the Revenue report and asked that be clarified at the next meeting.
    - Lucas asked if the Library paid property taxes. Meyerhofer explained the Library does not pay taxes directly but that they are included in the maintenance building fees assessed by Stadtmueller.
  - Motion to approve Consent Agenda with amended 2<sup>nd</sup> Closed Session Minutes by Meyerhofer. Seconded Van Boxtel.
  - Motion carried unanimously.

### **Reports**

- Director's Report
  - Thiem-Menning stated there was no Director's report but that Wieczorek wanted to report that the 2017 Building Maintenance fee included a \$5,000 credit due to lower property taxes than anticipated but that our overall costs would be higher. Also, February 2016 statistics reflected having been closed for 2 weeks due to the move to the current facility.

- Programming Librarian's Report.
  - Keating approved of the pantry idea. Fallona asked if the book *A Framework for Understanding Poverty*, was available. Thiem-Menning said it was on order but that it existed in the system.
  - Thiem-Menning provided additional information on PBIS.
  - Thiem-Menning also said that Summer Reading Program statistics would be different in 2017 but would be more reflective of actual program use by patrons.
- Technology Coordinator's Report
  - Keating liked Spencer's picture but admitted he didn't "get" Minecraft.
  - Thiem-Menning stated she received a grant from Wal-Mart for \$2,000 to be used for the purchase of iPads and coding package add-ons.
- Friend's Report
  - Thiem-Menning reported on the "Give a Gift" program and asked that Board members be present if possible.
  - Meyerhofer suggested that Friend's events be added to the City calendar.
- Foundation Report
  - A meeting was held but there was no quorum.
  - Lucas asked if there was any news about the Garden. Thiem-Menning said there was some confusion about whether the plan was submitted or approved.
  - Vondracek asked whether improvements would be made to the canal wall. Meyerhofer said plans were in the works.
- Motion to place all reports on file by Vondracek. Seconded by Meyerhofer.
- Motion carried unanimously.

### **New Business:**

- Meyerhofer asked if we ever had interns worked at the Library. Vondracek asked if we ever used students during the summer. Thiem-Menning said on-call staff was being used and that training issues mitigated against the use of students. She also said she intended to work with volunteers to serve as greeters especially during the summer.

### **Adjournment**

Motion to adjourn by Meyerhofer. Seconded by Fallona.

Motion carried unanimously.

Meeting adjourned at 6:12 PM

Drafted by:

Tony Wiczorek

*(who despite not having been at the meeting was nonetheless forced to listen to the recording of it.)*

Approved by:

Carol Van Boxtel