

Kaukauna Public Library Board Minutes

September 27, 2016

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, D. Driessen, G. Keating, M. Kilgas, P. Landreman, J. Lucas, L. Meyerhofer, C. Van Boxtel, and J. Vondracek.

Excused:

Also present: T. Wieczorek

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

- Vondracek announced that Kaukauna's Memory Project is now searchable on the Digital Library of America national database.

Action Items

- Consent agenda
 - The following motions were presented.
 - August Board Minutes
 - August Financial Reports
 - 2nd Quarter Investment Report
 - Discussion
 - Keating noted an error in the Outagamie County allocation figures on the Revenues report. Wieczorek will make the correction.
 - Lucas asked for clarification on the expenses in the investment report. Wieczorek said he would provide an itemized accounting of all building expenses at the October meeting.
 - Vondracek noted small amount of money left in the Sunshine fund and the East Wisconsin accounts.
 - Motion by Vondracek to close and move the East Wisconsin endowment fund to Bank of Kaukauna Building Fund. Fallona seconded.
 - Motion to close accounts carried unanimously.
 - Motion to approve Consent Agenda by Vondracek. Seconded Van Boxtel
 - Motion carried unanimously.

Reports

- Director's Report
 - Garden plan has been presented to landlord and will be submitted to State Historical Society. Meyerhofer recommended the Garden be called the "Interactive Learning Garden".
 - Wieczorek reported on his budget meeting with the Mayor and Finance Director during which he inquired about filling Barb Marx's position, who will retire in January 2017, this year since she will be gone on vacation the month of December.
 - Meyerhofer asked if there were any surplus funds anticipated. Wieczorek said there would be sufficient funds to hire an overlapping position.
 - Meyerhofer moved to approve a request to fill for Barb Marx's position. Seconded by Driessen.

- Motion passed unanimously.
- Motion by Lucas to approve a request to fill for Laura Sipple's position who will also retire in January, 2017. Seconded by Landreman.
- Motion passed unanimously.
- Lucas asked about the status of Lost and Paid compared to Fines and Fees. Wieczorek reported that after discussion with Van Rossum the Library would add a percentage of lost material expenses to our annual Materials budget.
- Wieczorek also reported that Stadtmueller would be creating a ramp to allow for handicapped parking closer to the main entrance. Wieczorek also said four slots would be added for senior citizen parking, two on either side of the main entrance. Meyerhofer recommended adding "pregnant" to the senior citizen parking signs.
- Wieczorek made a pitch for monitors to patrol the Library after school hours.
- Programming Librarian's Report.
 - Board members admired the colorful as usual report. Keating acknowledged wanting to participate in the next Fairy Walk and that he hasn't smoked anything since 1985.
- Technology Coordinator's Report
 - Vondracek loved the picture.
- Friend's Report
 - Driessen reported on the plan to hold a Silent Auction fund raiser.
 - Vande Walle's candy bars will also be sold. Vondracek suggested Board members conduct a quality control exercise.
- Foundation Report
 - Landreman reported on the September 22nd Board meeting. He said the Foundation will host an estate planning seminar on October 24th as the first of a direct and indirect fund raising efforts.
 - Meyerhofer reported on the plan to have a Christmas Tree Walk in 2017. Local businesses would be asked to donate and decorate a tree which would then be auctioned off. He also suggested the Friends organization could hold a Christmas craft sale. Brogan is also checking with an author friend about doing a presentation and book signing.
- Motion to place all reports on file by Vondracek. Seconded by Meyerhofer.
- Motion carried unanimously.

Closed Session

- Motion to Move into Closed Session to conduct Director evaluation by Driessen. Seconded by Landreman.
- Motion carried unanimously.
- Motion to return to Open Session by Meyerhofer. Seconded by Vondracek.
- Motion carried unanimously.
 - Board complimented Wieczorek for his work.
 - His goals were reviewed and would be edited and given to him soon.

Adjournment

Motion to adjourn by Driessen. Seconded by Van Boxel.
 Motion carried unanimously.
 Meeting adjourned at 6:45 PM

Drafted by:
 Tony Wieczorek
 Approved by:
 Carol Van Boxel