

Kaukauna Public Library Board Minutes

September 25th, 2018

President Lucas called the Kaukauna Public Library Board of Trustees meeting to order at 5:35 PM.

Present at the time the meeting was called to order: D. Driessen, C. Fallona, M. Kilgas, P. Landreman, J. Lucas, J. Vondracek, and O. Fischer.

Excused: C. Van Boxtel

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 Tony had suffered a concussion, which is why he was not able to attend the meeting.

Action Items

- Consent Agenda
 - P. Landreman asked a question about the county allocations being higher than anticipated. A. Thiem-Menning responded that county allocations are based on active library cards.
 - M. Kilgas asked about the lost fees and if the money would be going back to the Library. Discussion about how positive this is ensued.
 - J. Lucas also had a question about the totals on the revenue spreadsheet. A. Thiem-Menning will send out an update with the corrected totals.
 - Motion to approve made by P. Landreman. Second by C. Fallona
 - Motion passed unanimously.

Reports

Statistics

- C. Fallona made a comment about local history inquiries being down. A. Thiem-Menning responded that the numbers do ebb and flow. J. Lucas talked about how the website local history hits are way up. A. Thiem-Menning responded about how the library has been building the website to be friendlier for long distance researchers, offering many digitized files and an online inquiry submission form.

Director's Report

- D. Driessen mentioned that constituents are questioning the cost of the garden.
- Discussion about the bids ensued. A. Thiem-Menning reported that Trevor had contractors calling him at 4p the day that bids were due and that he believes the bids are high because contractors weren't getting estimates from subcontractors and were putting in their own numbers.
- J. Lucas thought the total amount for the garden was around 350K and expressed concern over the larger figures. A. Thiem-Menning explained that the project has been broken down into four areas. P. Landreman expressed that the Foundation expected these numbers.
- More discussion ensued about TIF and how much of the project the TIF will cover.
- A. Thiem-Menning gave an update on fundraising. P. Landreman mentioned the Foundation is more comfortable going forward now that they have some time to work on fundraising while we wait on the bid process. The exact timing on the fundraising kick off is not certain, but Tony does have articles ready for the Times Villager. C. Fallona asked if the Foundation has a plan for soliciting individual donors. P. Landreman said that people have already been asked and that many grants had been written.
- P. Lucas would like to hear from Bob Jakel about how much the TIF is really willing to cover and asked if the board was willing to go forward with this project no matter how much it cost. D. Driessen thought that the board had never really discussed this.
- J. Lucas said that at one point one donor was willing to pay 30K for the garden and that the numbers keep increasing.
- D. Driessen asked about the possibility of putting a cap on the garden expenses.
- O. Fischer inquired about asking community members to volunteer to offset costs. P. Landreman said he envisions most of the plantings in the garden to be donated from landscaping companies.
- P. Landreman said that the bottom line is, if the bids come back at a higher number again, that there will likely be some changes made, but he believes that the bids will be substantially less.
- J. Lucas asked what happens if we only get two bids again. D. Driessen says that she believes that two will be fine.
- D. Driessen expressed concern about kids and the fence. A. Thiem-Menning said that security cameras will be installed and that monitors may be asked to help the first few weeks of school being in session.
- O. Fischer asked when the construction would be finished. P. Landreman mentioned that work would begin in March or April.
- O. Fischer asked about the possibility of charging to get into the garden. A. Thiem-Menning said that it wasn't an option, but that the Foundation had a good plan for raising funds for the garden.
- M. Kilgas had a question about page 12 and the budget. She wanted to know how far the materials budget line has dropped over the years. J. Lucas said that at one time it was 90K and it has steadily dropped to offset staffing cost. P. Landreman mentioned

that the Foundation did talk at their meeting about the possibility of using some Foundation funds, not raised for the garden, to offset the drop in the materials budget.

- Discussion about the Planters with the Purpose event ensued. The Foundation is also working with the Kiwanis Club on Christmas tree sales and will split the costs with them. P. Landreman and D. Driessen expressed the need for volunteers to help at the lot.
- J. Vondracek asked about the interview process. A. Thiem-Menning reported that she was hopeful it would begin next week or the following. D. Driessen asked about the turnover rate at the Library. A. Thiem-Menning reported that it had been high, but that all of the current staff is anticipated to be long term employees.

Assistant Director's Report

- C. Fallona asked A. Thiem-Menning what stands out as the most positive thing about the Summer Reading Program. A. Thiem-Menning responded that the amount of free books we give out is much higher than that of the other libraries in the area.
- J. Lucas asked about an Elks donation. A. Thiem-Menning said she may have missed them in her write-up and that she would check.

Technology Coordinators Report

- J. Vondracek asked if anyone on staff knows the Past Perfect program. A. Thiem-Menning responded that no one did and that is one of the reasons why we have not purchased the software, because we don't have the time to dedicate to learning it.
- J. Lucas asked about the two new computers. This year two computers were added and that the goal is to add another two to the teen computer lab for a total of ten.
- C. Fallona asked about after school students in the building. A. Thiem-Menning mentioned that the staff roam after school and that they use tootsie rolls, PBIS, and the one warning system with students.

Friends of the Library Report

- D. Driessen reported on all the exciting happenings at the Grignon Mansion.
- A. Thiem-Menning reported that the Friends of the Library had a booth at the Fall Fest Farmer's Market, making about \$96. There will be an upcoming sale, set up on Friday, November 16th at 4 PM with a Friends only preview sale on November 17th from 9 AM - 1 PM. The regular sale runs November 19 & 20, with the \$1 bag sale on November 21 and the free day the following Saturday. The Friends will also be working with the Foundation on Planters with a Purpose doing their annual Give a Gift book event.

Foundation Report

- P. Landreman said that most of the Foundation business had already been discussed during the meeting but that T. Frank was now the President of the Foundation and there were a

- few other new board members. P. Landreman mentioned that the annual donation request letter will go out again this year. A discussion of the fundraising process ensued.
- A. Thiem-Menning mentioned that we are looking for two more volunteers to help out at Fall Fest at the Piggly Wiggly's to represent the library by the "fill the pumpkin." She also mentioned some of the other partner projects the Stone Ridge Piggly Wiggly's will be working on with us to raise funds for the garden.

J. Vondracek made a motion to place all of the reports on file. Motion seconded by C. Fallona. Motion passed unanimously.

New Business

- D. Driessen made a motion to go into closed session. Motion seconded by M. Kilgas. Motion passed unanimously.
- The Library board convened to closed session pursuant to Wis. Stats. Section 19.85(1)e for discussion of personnel matters at 6:20 PM.

Adjournment

Motion to adjourn by D. Driessen. Seconded by M. Kilgas. Motion passed unanimously. Meeting adjourned at 7:17 PM.