



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 27, 2024 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by President M.J. Kilgas at 5:31p.
2. Roll call of membership
 - a. Present: M.J. Kilgas, J. Vondracek, J. Sager, J. Van De Hey, C. Avanzi, C. Van Boxtel & A. Neumeier
 - b. Excused: J. Lucas, C. Fallona
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, June 25, 2024 Meeting Minutes
 - i. A. Neumeier made a motion to approve the Tuesday, June 25, 2024 Meeting Minutes seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
 - a. A. Thiem-Menning read a thank you note from Round House Manor. Staff donated personal funds towards food for residents when they were displaced.
 - b. A. Thiem-Menning read correspondence received with a donation: Dear Director and Friends of the Kaukauna Public Library, As part of the InfoSoup Road Trip sponsored by OWLS, we visited the Kaukauna Library last week. We were amazed at the beautiful space you have created. We have told so many other librarians to please stop and see your marvelous creations. Even more amazing was the wealth of programs and services you provide the community. Chatting with the librarian on duty, we learned of the Friends group and all they do to support. Enclosed is a small donation to continue this work. Thank you for taking care of your community.
5. Action Items

- a. Bill Register June 2024
 - i. A. Neumeier made a motion to approve the Bill Register June 2024, seconded by J. Vondracek. Motion carries; all in favor.
- b. Bill Register July 2024
 - i. A. Neumeier made a motion to approve the Bill Register July 2024, seconded by J. Vondracek. Motion carries; all in favor.
- c. Election of Officers
 - i. J. Sager made a motion to appoint the same slate of officers: M. J. Kilgas as President, C. Fallona as Vice President, J. Vondracek as Treasurer and A. Neumeier as Secretary, seconded by C. Van Boxtel. Motion carries; all in favor.
- d. Committee Assignments
 - i. A. Neumeier made a motion to appoint the following members to committees: Personnel as follows: C. Fallona, C. Van Boxtel, A. Neumeier, J. Sager & C. Avanzi, Finance as follows: J. Van De Hey, J. Lucas and J. Vondracek. Motion seconded by J. Van De Hey. Motion carries; all in favor.
- e. Circulation Policy Update
 - i. C. Van Boxtel made a motion to approve the Circulation Policy Update, seconded by A. Neumeier. Motion carries; all in favor.
- f. 2025 Calendar Approval
 - i. J. Sager made a motion to approve the proposed 2025 calendar, with the addition of Saturday, April 19th 2025 as a closed day. Motion seconded by J. Vondracek. Motion carries; all in favor.
- 6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Communications Coordinator Report
 - f. Review Bylaws
 - i. Discussion was held and the group agreed that the Nominating Committee is not necessary at this time and can be moved to the Ad Hoc Committee section. A. Thiem-Menning will make this change for adoption at the September meeting.
 - g. Trustee Topic 18

h. Statistics

- i. J. Vondracek made a motion to receive and place the reports on file. Seconded by A. Neumeier. Motion carries, all in favor.

7. Adjournment

- a. The meeting adjourned at 7:07p.

Join Zoom Meeting

<https://us06web.zoom.us/j/88900740902>

