



LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 27, 2022 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 at 5:31p.
2. Roll call of membership
 - a. Present: J. Lucas, M. Kilgas, C. Fallona, C. Van Boxtel, J. Vondracek, J. Van De Hey, K. Hietpas, A. Thiem-Menning, A. Schneider and other interested citizens
 - b. Unexcused: M. Aquirre
3. Approval of minutes from previous meeting
 - a. Tuesday, August 23, 2022 Meeting Minutes
 - b. Tuesday, August 23, 2022 Closed Session Meeting Minutes
 - i. J. Vondracek made a motion to approve the minutes of August 23, 2022 and the Closed Session Meeting Minutes of August 23, 2022. Seconded by C. Fallona. Motion carries; all in favor.
4. Public Participation and Communications
5. Action Items
 - a. Bill Register August 2022
 - i. J. Vondracek made a motion to approve the bill register of August 2022, seconded by K. Hietpas. Motion carries; all in favor.
 - b. 2023 Closures Update
 - i. M. Kilgas made a motion to adopt the 2023 Closure Update with the amendment of June 9th instead of June 6th as a closed staff training day. Seconded by C. VanBoxtel. Motion carries; all in favor.
 - c. Appropriate Use Policy Update
 - i. C. VanBoxtel made a motion to update the Appropriate Use Policy. Seconded by C. Fallona. Motion carries; all in favor.
 - d. 2023 Goals
 - i. M. Kilgas made a motion to approve the 2023 library goals. Seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning went over the draft budget.
 - ii. A. Thiem-Menning noted that the personnel budget is not finalized yet. Additional funds were budgeted for On-Calls for 2023. The On-Call budget for 2023 is based on an average spent so far in 2022, which will more accurately reflect the need. The resignation of the Assistant Director will also change the personnel budget for next year.

- iii. There was discussion regarding A. Thiem-Menning's recommendation to hire a full time Library Assistant: Communications Coordinator and Youth Services Librarian instead of filling the Assistant Director position.
 - iv. A. Thiem-Menning went over the new City review process and will have her evaluation on the agenda for next month.
 - b. Assistant Directors Report
 - i. A. Schneider noted the amazing numbers from library services this summer including the almost 1,500 lunches given out.
 - ii. The Banned Books display was a big hit.
 - iii. A. Schneider noted that her last day would be November 2nd.
 - c. Trustee Topic 27
 - d. Statistics
 - i. Statistics continue to improve post-COVID. J. Vondracek made a motion to place the reports on file. Seconded by M. Kilgas. Motion carries; all in favor.
- 7. Adjournment
 - a. The meeting adjourned at 6:51p.

Join Zoom Meeting

<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

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+13017158592,,83172836515# US (Washington DC)

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