



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 28, 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 at 5:32p.
2. Roll call of membership
  - a. Present: C. Fallona, C. Van Boxtel, J. Lucas, J. Van De Hey, J. Vondracek, J. Sager
  - b. Excused: A. Neumeier, A. Schneider, & M. J. Kilgas
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, April 23, 2024 Meeting Minutes
    - i. C. Van Boxtel made a motion to approve the April 23, 2024 Meeting Minutes, seconded by J. Vondracek. Motion carries; all in favor.
4. Public Participation and Communications
  - a. A. Thiem-Menning read a letter from Easter Seals of Wisconsin commending Adult Services Librarian, James Berven, on the classes he teaches to county volunteer guardians on how to use Google Sheets for their reporting requirements.
  - b. A. Thiem-Menning read a thank you note from Outagamie County Public Health to James and the Library team for doing such a fabulous job hosting the 2024 CHIP Annual Update.
5. Action Items
  - a. Bill Register April 2024
    - i. J. Lucas made a motion to approve the Register April 2024, seconded by J. Vondracek. Motion carries; all in favor.
  - b. Gifts & Donations Policy Update
    - i. C. Van Boxtel made a motion to update the Gifts & Donations Policy, seconded by J. Vondracek. Motion carries; all in favor.

- c. Appropriate Use Policy Update
    - i. J. Sager made a motion to update the Appropriate Use Policy Update, seconded by C. Van Boxtel. Motion carries; all in favor.
  - d. Adopt Service Standards
    - i. J. Lucas made a motion to adopt KPL Service Standards, seconded by J. Van de Hey. Discussion noted to send a copy to HR in regards to performance reviews. Motion carries; all in favor.
  - e. Adopt Display & Exhibit Policy
    - i. J. Vondracek made a motion to adopt the Display & Exhibit Policy, seconded by J. Sager. Motion carries; all in favor.
  - f. Authorization to allow OWLS to bill Winnebago County on our behalf under Act 420
    - i. J. Lucas made a motion to allow OWLS to bill Winnebago County on behalf of the Kaukauna Public Library under Act 420, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items
- a. Directors Report
    - i. A. Thiem-Menning added that there was a staffing change occurring and a position would be opening soon.
  - b. Adult Services Librarian Report
  - c. Youth Services Librarian Report
  - d. Native American Outreach & Engagement Coordinator Report
    - i. The Board noted how wonderful it was to be able to send staff to conferences.
  - e. Trustee Topic 16
    - i. This month's topic was on ethics.
  - f. Statistics
    - i. J. Vondracek made a motion to place the reports on file, seconded by J. Sager. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:10p.

Join Zoom Meeting

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