



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 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 at 5:32p by President Kilgas.
2. Roll call of membership
  - a. Present: M.J. Kilgas, J. Lucas, C. Van Boxtel, A. Neumeier, A. Schneider, J. Vondracek, J. Van De Hey & K. Hietpas
  - b. Excused: C. Fallona
  - c. Also Present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, January 23, 2024 meeting minutes.
    - i. C. Van Boxtel made a motion to approve the Tuesday, January 23, 2024 meeting minutes, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
  - a. C. Van Boxtel commented on the excellent emergency response by staff when a very bad fall took place in the library resulting in the need for EMS. She noted that the quarterly closures for staff training and safety training have really helped in the efficiency of response during the accident and she was very impressed with how the staff handled it.
5. Action Items
  - a. Bill Register January 2023
    - i. J. Vondracek made a motion to approve the Bill Register January 2023, seconded by K. Hietpas. Motion carries; all in favor.
  - b. Approve the 2023 DPI Report
    - i. A. Thiem-Menning briefly went through the report noting the changes from 2022 to 2023, highlighting some additional

changes the library will be making in an effort to simply data collection for the report starting now.

- ii. J. Van De Hey made a motion to approve the 2023 DPI Report, seconded by J. Lucas. Motion carries; all in favor.
- iii. The report will be signed by M.J. Kilgas after the meeting and J. Vondracek has signed the required Treasurer's letter.

6. Information Items

a. Directors Report

- i. A. Thiem-Menning talked about some of the work that will be taking place with the Friends group in the coming months.

b. Adult Services Librarian Report

- i. The Board was very impressed with the data J. Berven compiled regarding collections. It should be noted that circulation of our own materials increased a massive 11% in 2023, a major accolade for the library and a direct result of an increase to the materials allocation.

c. Youth Services Librarian Report

d. Local Historian Report

- i. The Board noted how impressed they were with the report, as well as with Dr. Simpson as a speaker.

e. Trustee Topic 13

- i. This month's topic was on advocacy. A. Thiem-Menning noted that J. Schink would be working on an advocacy tool kit for Board members.

f. Statistics

- i. A. Thiem-Menning noted the strong start to circulation in January, up 26% from the previous January, a total of 2,623 more items.
- ii. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier. Motion carries; all in favor.

7. Adjournment

- a. The meeting adjourned at 6:16p.

