



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 23, 2022 at 5:30 PM

Library Conference 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, A. Thiem-Menning, A. Schneider and other interested citizens
 - b. Excused: K. Hietpas, M. Aquirre
3. Approval of minutes from previous meeting
 - a. Tuesday, June 28, 2022 Meeting Minutes
 - i. M.Kilgas made a motion to approve the June 28, 2022 meeting minutes, seconded by C. VanBoxtel. Motion carries; all in favor.
4. Public Participation and Communications
 - a. Visit from the Outagamie Waupaca Library Director and Board
 - i. Bradley Shipp, the Director of OWLS introduced herself and talked briefly about OWLS.
 - b. Presentation of Space Needs Assessment by FEH
 - i. Aaron Davis and Bill Wilson from FEH gave a presentation of the almost completed Space Needs Assessment RFP.
5. Action Items
 - a. Bill Register June 2022
 - i. A. Neumeier made a motion to approve the Bill Register June 2022, seconded by J. Vondracek. Motion carries; all in favor.
 - b. Bill Register July 2022
 - i. A. Thiem-Menning noted that the seasonal on-call budget line is already over budget due to unexpected staffing issues this year as well as the loss of on-call staff and the need to hire and train several more to ensure staffing levels in the building are enough to remain open at all times.
 - ii. J. Vondracek made a motion to approve the Bill Register July 2022, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Study Room Policy
 - i. The board reviewed a revised KPL Study Room Policy. The goal of the policy is to ensure an equitable use of these spaces. This update will be shared with patrons.
 - ii. M. Kilgas made a motion to accept the KPL Study Room Policy with the additional clause that use of the rooms is at the will of Library

Administration. Motion seconded by C. Van Boxtel. Motion carries; all in favor.

d. 2023 Closures

- i. J. Van De Hey made a motion to approve the 2023 Closures with the addition of an early closure for the evening of the Kaukauna parade. Seconded by M. Kilgas. Motion carries; all in favor.

e. City Handbook

- i. Van De Hey moved to adopt the City of Kaukauna Employee Handbook in lieu of the Library Employee Handbook. Seconded by C. Van Boxtel. Motion carries; all in favor.

6. Information Items

a. Directors Report

- i. A. Thiem-Menning reported on the banning of a patron.
- ii. A. Thiem-Menning has run into an issue with installing an electric strike to the front doors in terms of the cabling and will need to contact the original electrician. Additional funds left from the installation of the shatterproof coating and electric strike will go towards additional security cameras.
- iii. The Finance Committee will need to meet prior to budget submittal.
- iv. In early August, the Friends and Foundation met to discuss the future merger of their organizations. Schneider went through reinstated bylaws, articles of incorporation, articles of merger, and a memorandum of understanding between the library board and organization. The two groups will meet independently vote on the merger, and the city attorney will need to review merger documents as well. It was noted that financial information should be submitted semi-annually to the library board. We would like to make the official merger take place January 2, 2023.

b. Assistant Directors Report

- i. A. Schneider will share more information on summer programming in September. It was noted that summer programming has been fantastic and has seen very high participation numbers.

c. Technology Coordinators Report

d. Trustee Topic 26

- i. The topic discussed was the Public Library System Board.

e. Statistics

- i. June check outs were at an all-time high.
- ii. V. Vondracek made a motion to place the reports on file. Seconded by M. Kilgas. Motion carries; all in favor.

7. Closed Session

- a. Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(g) with respect to litigation in which it is or likely to become involved.

- i. M. Kilgas made a motion at 7:50p to go into closed session Pursuant to State Statute 19.85 (1)(g). Seconded by C. Van Boxtel. Motion carries; all in favor.

b. Return to open session for possible action.

- i. At 8:18p M. Kilgas made a motion to adjourn, seconded by C. VanBoxtel.
Motion carries; all in favor.

8. Adjournment

Join Zoom Meeting

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

Meeting ID: 831 7283 6515

One tap mobile

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