



## **LIBRARY BOARD MEETING MINUTES**

**City of Kaukauna**

**Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 23, 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 5:28p by President M.J. Kilgas.
2. Roll call of membership
  - a. Present: M.J. Kilgas, J. Lucas, C. Van Boxtel, J. Van De Hey, J. Vondracek, J. Sager & C. Fallona.
  - b. Excused: A. Schneider & A. Neumeier
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, March 26, 2024 meeting minutes
    - i. C. Fallona made a motion to approve the Tuesday, March 26, 2024 meeting minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
  - a. Welcome new Library Trustee J. Sager
5. Action Items
  - a. Bill Register March 2024
    - i. J. Van de Hey made a motion to approve the Bill Register March 2024, seconded by J. Vondracek. Motion carries; all in favor.
6. Information Items
  - a. Directors Report
    - i. A. Thiem-Menning noted the spring book sale was coming up.
    - ii. A. Thiem-Menning discussed the PLA conference with the Board, giving more in depth discussion on programs attended.
  - b. Adult Services Librarian Report
    - i. The Board commented on the popularity of the new Walking Group.
  - c. Youth Services Librarian Report

- i. A. Thiem-Menning noted the Librarian's report from PLA will be in the next packet.
- d. Local Historian Report
  - i. C. Van Boxtel has noted that the history room has received many veteran photos for the collection as part of the community request for images.
- e. Native American Outreach & Engagement Coordinator Report
  - i. A. Thiem-Menning noted some of the exciting things K. Cackowski would be adding into her STEM programming from what she learned at the training.
- f. Communications Coordinator Report
  - i. A. Thiem-Menning noted that since the writing of the report, a date had been selected for a pop-up storytime at a local business in the summer.
- g. Trustee Topic 15
  - i. J. Lucas inquired as to the Library record retention policy, which is the State Records Retention Policy, adopted by the Board in 2019.
- h. Statistics
  - i. It was noted that in 2025 A. Thiem-Menning will include LinkedIn data if possible.
  - ii. J. Vondracek made a motion to place the reports on file, seconded by J. Lucas. Motion carries; all in favor.
- i. Discussion on Gifts & Recognition
  - i. The Library Board held a discussion in regards to the donor recognition board.
  - ii. The Library Board has tasked the Library Director to update the policy Gifts & Donations Policy to include a date in which the interior wall donation engravings would cease.

## 7. Adjournment

- a. The meeting adjourned at 6:42p.