LIBRARY BOARD MEETING MINUTES
City of Kaukauna
Kaukauna Public Library
207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 25, 2026 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 by President Neumeier at 5:30p.
2. Roll call of membership
    a. Present: M.J. Kilgas, C. Van Boxtel, C. Fallona, P. Davis, J. Lucas, A. Neumeier, J. Van De Hey, D. Tatro
    b. Excused: J. Vondracek
    c. Also present: A. Thiem-Menning, J. Berven
3. Public Participation and Communications
    a. None.
4. Consent Agenda
    a. Meeting minutes of Tuesday, June 23, 2026
    b. Bill Register June 2026
    c. Bill Register July 2026
        i. C. Fallona made a motion to approve the consent agenda, seconded by C. Van Boxtel. Motion carries; all in favor.
5. Action Items
    a. Update Study Room Policy
        i. M.J. Kilgas made a motion to update the Study Room Policy, seconded by D. Tatro. Motion carries; all in favor.
    b. Update 1:1 Staff Lesson and Technology Help Policy
        i. D. Tatro made a motion to approve the 1:1 Staff Lesson and Technology Help Policy, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
    a. Directors Report
        i. A. Thiem-Menning noted that the software migration has gone very smoothly with staff. The most difficult part of the migration was the switch from Bibliocommons to Vega for the InfoSoup search catalog because the URL changed and many people have the old site bookmarked, which is still up, and in the process of being removed.
    b. Assistant Directors Report
        i. A. Thiem-Menning thanked Assistant Director Berven for his thorough work in creating our new training manual.
    c. Adult Services Report
        i. A. Thiem-Menning noted the great work that Adult Services Librarian Bethany has been doing with the volunteer program.

The staff are very grateful to have the extra assistance with programs.

d. Youth Services Librarian Report
    i. A. Thiem-Menning reported that this was the first time we have changed our Summer Reading Program format in more than a decade and the program that Youth Services Librarian Sarah put together went fabulously and patrons enjoyed it immensely.
e. Trustee Topic: Chapter 10
f. Statistics
    i. J. Van De Hey made a motion to receive and place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.

7. Adjournment
    i. J. Van De Hey made a motion to adjourn at 6:29p, seconded by P. Davis. Motion carries; all in favor.

Minutes prepared by: A. Thiem-Menning