



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 23, 2023 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 Vice President Kilgas at 5:30p.
2. Roll call of membership
 - a. Present: C. Fallona, M.J. Kilgas, J. Vondracek, C. Van Boxtel, K. Hietpas, & J. Van De Hey. Excused: J. Lucas & A. Schneider. Also present: A. Thiem-Menning.
3. Approval of minutes from previous meeting
 - a. Tuesday, April 25, 2023 Meeting Minutes
 - b. C. Fallona made a motion to approve the Tuesday, April 25, 2023 Meeting Minutes, seconded by C. Van Boxtel. All in favor, motion carries.
4. Public Participation and Communications
 - a. A. Thiem-Menning noted that longtime volunteer Karl Hett was retiring from his local history volunteer work. The library thanks him for his many years of service working on digitizing obituaries.
 - b. The library received a thank you from Harbor House noting our site for its participation in their Amazing Race fundraiser, which raised \$45,000.
5. Action Items
 - a. Bill Register April 2023
 - i. A. Thiem-Menning noted that the credits and debits for the poll worker has been balanced in the ledger now. It is a coding issue in the software.
 - ii. J. Vondracek made a motion to approve the Bill Register April 2023, seconded by K. Hietpas. All in favor; motion carries.
 - b. Election of Officers
 - i. C. Fallona made a motion to appoint M.J. Kilgas to President, seconded by J. Van De Hey. All in favor; motion carries. C. Van Boxtel made a motion to appoint C. Fallona as Vice President, seconded by K. Hietpas. All in favor; motion carries. M.J. Kilgas made a motion to reappoint A. Neumeier as Secretary and J. Vondracek as Treasurer, seconded by C. Van Boxtel. All in favor; motion carries.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning read from two memos, which failed to be attached to the Board packet. One memo was in regards to the three conferences/training sessions she has participated in and one was a staffing update. A. Thiem-Menning noted she would email the memo and update the packet in Municode. A. Thiem-Menning also noted that she had met with the Director

of the Fox Cities Marathon to collaborate on the Kids Fun Run Race in the fall.

- b. Adult Services Librarian Report
 - i. The Board noted the wonderful exhibit located in the main circulation area and discussed a program with the American Legion.
- c. Youth Services Librarian Report
 - i. A. Thiem-Menning noted that there have been many school visits this month and many field trips to the library.
- d. Trustee Topic 6
- e. Statistics
 - i. A. Thiem-Menning noted that the borrowing rate is going down, which is very exciting. This means that patrons are finding more of what they are looking for in the library, a direct result of the increase to the materials line.
 - ii. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier.

- 7. Adjournment
 - a. The meeting adjourned at 6:38p.

