



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 24, 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 at 5:32p.
2. Roll call of membership
 - a. Members present: A. Schnieder, J. Lucas, M. Kilgas, K. Hietpas, J. Van De Hey, C. Fallona, J. Vondracek, A. Neumeier, C. Van Boxtel.
 - b. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, November 22, 2022 Meeting Minutes
 - i. C. Fallona made a motion to approve the Tuesday, November 22, 2022 meeting minutes. Seconded by M. Kilgas. Motion carries, all in favor.
4. Public Participation and Communications
 - a. C. Fallona shared that an organization she is a part of held a meeting at the Library in January in which most attendees were from the Appleton area and they were very impressed with our facility.
5. Action Items
 - a. Bill Register November 2022
 - b. Bill Register December 2022
 - i. A. Thiem-Menning noted that the ledger for December might change a small amount based on final invoices being paid. We will adopt the 2022 bill register after the City audit is complete.
 - ii. C. Van Boxtel made a motion to accept both the November 2022 and December 2022 Bill Registers. Seconded by M. Kilgas. Motion carries, all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning noted that since writing the report, she did receive a future resignation date for a Library Assistant and that the position along with an On-Call position will be posted soon.
 - b. Adult Services Librarian Report
 - i. The Board acknowledged the amount of work that the Adult Services Librarian has done in getting the new website calendar software in place.
 - c. Youth Services Librarian Report
 - i. The Board acknowledged what a wonderful job the new Youth Services Librarian is doing in the role.
 - d. Technology Coordinator Report

- i. Since the writing of the report, another display TV has stopped working and will need to be replaced.
 - e. Marketing Coordinator Report
 - i. A. Thiem-Menning noted that the Library will be working harder this year in keeping qualitative and quantitative information for the new annual report that was created by the Communications Coordinator. The Board asked where the report would be displayed and A. Thiem-Menning noted that it would be printed out and left in areas around the library.
 - f. Local History Report
 - i. The Board enjoyed this report and C. Van Boxtel is very excited for the progress with Past Perfect.
 - g. Trustee Topic 2
 - i. This topic dealt with the powers and duties of being a Library Trustee.
 - h. Statistics
 - i. A. Thiem-Menning was very happy with the increase in numbers and has specific areas they are looking for improvement in next year.
 - i. Investment Report
 - i. The Community Foundation switched software systems and as a result, end of year statements are not available and may not be available until late February or early March.
 - ii. J. Vonracek made a motion to place these reports on file. Seconded by A. Neumeier. Motion carries, all in favor.
- 7. Adjournment
 - a. The meeting adjourned at 6:29p.

