



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 25, 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 by V.P. C. Fallona at 5:30p.
2. Roll call of membership
  - a. Present: C. Fallona, C. Van Boxtel, J. Lucas, J. Van De Hey, J. Vondracek, & A. Neumeier
  - b. Excused: M.J. Kilgas, A. Schneider & J. Sager
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, May 28, 2024 Meeting Minutes
    - i. J. Vondracek made a motion to approve the May 28, 2024 Meeting Minutes with the grammatical change from teachers to teaches, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register May 2024
    - i. A. Neumeier made a motion to approve the Bill Register May 2024, seconded by C. Van Boxtel. Motion carries; all in favor.
      1. A. Thiem-Menning noted that we now have a landscaping service caring for the garden.
      2. A. Thiem-Menning noted that one staff member is trying out a new credit card service the City is working with called Ramp. It will allow staff to directly upload receipts and assign them to the correct budget line.
      3. The Board also commented on the way that materials purchases display in the GL, with some individual item charges and some bulk item charges.

## 6. Information Items

### a. Directors Report

- i. A. Thiem-Menning noted that 18 volunteers from Associated Bank came to the Library in June to do community service. Volunteers helped to pack lunches, put together summer make and take projects, dusted, and cleaned for us. Big thanks to Associated Bank!
- ii. A discussion was held in regards to the report submitted on staffing. The Board was pleased with the thoroughness of the report and continues to be concerned with the staffing level of the Library. A. Thiem-Menning noted that youth summer programming was reduced this year due to staff burnout and fall youth programming has been further reduced.

### b. Adult Services Librarian Report

### c. Youth Services Librarian Report

### d. Local Historian Report

### e. Trustee Topic 17

- i. The topic this month was on being part of a library system.

### f. Statistics

- i. A. Thiem-Menning noted that the reduction in youth program attendance is due to the new age breakdowns in the annual DPI report, with the addition of the general interest programs, which are up 700% because they are a new statistic and represent intergenerational programming, which do we a fair amount of.
- ii. J. Vondracek made a motion to receive and place the reports on file. Seconded by A. Neumeier. Motion carries; all in favor.

## 7. Adjournment

- a. The meeting adjourned at 6:24p.

Join Zoom Meeting

<https://us06web.zoom.us/j/88900740902>