



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 28, 2022 at 5:30 PM

### Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
  - a. Vice President Kilgas called the meeting to order at 5:30p.
2. Roll call of membership
  - a. Members Present: K. Hietpas, M. Kilgas, A. Neumeier, C. Van Boxtel, J. Van De Hey and J. Vondracek.
  - b. Members Excused: J. Lucas
  - c. Also Present: Director Thiem-Menning, Assistant Director Schneider
3. Approval of minutes from previous meeting
  - a. Tuesday, May 24, 2022 Meeting Minutes
    - i. J. Vondracek made a motion to approve the minutes with attendance updates, seconded by C. Van Boxtel. Motion passes unanimously.
  - b. Tuesday, May 24, 2022 Closed Session Meeting Minutes
    - i. C. Van Boxtel made a motion to approve the closed session meeting minutes, seconded by J. Van De Hey. Motion passed unanimously.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register May 2022
    - i. A. Neumeier made a motion to approve the Bill Register for May 2022, seconded by K. Hietpas. Motion passed unanimously.
  - b. Approve OWLS Membership Agreement 2023-2025
    - i. J. Van De Hey made a motion to approve the OWLS Membership Agreement 2023-2025, seconded by C. Van Boxtel. Motion passed unanimously.
6. Information Items
  - a. Director's Report
    - i. FEH will be on site June 29<sup>th</sup> for the Space Needs Assessment. The Library continues to provide a Summer Feeding Program, which is not part of a USDA grant. The hiring process is underway for additional On-Call staff. OWLSnet fee's will continue to increase, as expected, and will be reflected in the budget.
  - b. Assistant Director's Report
    - i. The library saw 2,300 children in May for Summer Reading Program visits. Programming attendance has returned to pre-pandemic levels. Assistant Director Schneider commended staff for handling traffic increases so well. Schneider also displayed the new flag and mailer promoting the library as

part of a recent marketing grant awarded. The Artist in Residence program kicked off and is doing well.

c. Trustee Topic 25

- i. This month's topic was in regards to liability issues.

d. Statistics

- i. Door counts saw an increase at the start of summer with strong June numbers expected. Hoopla numbers continue to increase.
- ii. J. Vondracek made a motion to approve and place these reports on file. Seconded by A. Neumeier. Motion passed unanimously.

7. Adjournment

- a. Meeting adjourned at 6:02p.

Join Zoom Meeting

<https://us06web.zoom.us/j/82664986400?pwd=R21YSTkzSmNWZGR0TUEyQ1A2S0p0QT09>

Meeting ID: 826 6498 6400

Passcode: 54130

One tap mobile

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