

# LIBRARY BOARD MEETING

City of Kaukauna

**Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 23, 2021 at 5:30 PM



## MINUTES

### 1. Call Meeting to Order

The meeting was called to order by President J. Lucas at 5:32p.

### 2. Roll Call of Membership

Members Present: J. Lucas, M.J. Kilgas, J. Vondracek, C. Van Boxtel, J. Van De Hey, & S. Beach

Members Excused: O. Fischer, K. Hietpas & A. Neumeier

Also Present: A. Thiem-Menning, A. Schneider

### 3. Reading and Approval Minutes

#### a. Approve Minutes of October 26, 2021 Meeting

J. Van De Hey made a motion to approve the October 26, 2021 Meeting Minutes. Seconded by C. Van Boxtel. All in favor, motion carries.

### 4. Public Participation and Communications

None.

### 5. Action Items

#### a. Bill Register October 2021

M.J. Kilgas made a motion to approve the Bill Register for October 2021. Seconded by S. Beach. All in favor, motion carries.

#### b. Library Director Step Increase

J. Vondracek made a motion to approve the Library Director Step Increase. Seconded by M.J. Kilgas. All in favor, motion carries.

#### c. Gifts and Donations Policy Update

J. Van De Hey made a motion to approve the Gifts and Donations Policy. Seconded by C. Van Boxtel. All in favor, motion carries.

Discussion: The Library will work on getting information on how to make donations to the Community Foundation accounts held for the Library, one for Local History and one for Special Projects.

#### d. Materials Recovery Policy & Use of State Debt Collection

M.J. Kilgas made a motion to approve the Materials Recovery Policy and use State Debt Collection for delinquent accounts. Seconded by S. Beach. All in favor, motion carries.

Discussion: J. Van De Hey asked about a timeline. Director A. Thiem-Menning indicated that this project may take up to a year. J. Van De Hey asked for future reports regarding the success rate of the service.

e. Collection Development Policy

J. Vondracek made a motion to approve the Collection Development Policy. Seconded by M.J. Kilgas. All in favor, motion carries.

Discussion: J. Lucas asked about who on staff was currently ordering at the Library.

Assistant Director A. Schneider indicated that both she and the Director were ordering as well as Public Services Coordinator J. Berven and sometimes Technology Coordinator S. Heise.

f. Reconsideration of Title Policy

J. Van De Hey made a motion to approve the Reconsideration of Title Policy. Seconded by C. Van Boxtel. All in favor motion carries.

Discussion: Director A. Thiem-Menning indicated that there has been an increase in title challenges at school libraries across the country. The policy had not been reviewed or updated in several years.

6. Information Items

a. Director's Report November 2021

A. Thiem-Menning reported that the Library was approached by the disbanding KCHA group about the Library taking over Love Lights. The Director agreed to continue the program but without the concert on the first Friday in December. The Library Foundation annually has their event on the first Thursday of December, making the timing difficult on staff. The Library will continue to put their tree up and will continue to put up birds. The KCHA was very thankful that the Library would continue the tradition even if it wouldn't be exactly the same. Funds generated will now go to the Library Foundation.

A. Thiem-Menning also reported that a staff member has resigned. The Library Assistant: Programming position will be posted on 11/29. With the adoption of the 2022 budget, the posting for an Adult Services Librarian will also go up on 11/29 as well. A. Thiem-Menning noted that the City is now posting internally first and then externally.

A. Thiem-Menning also noted that OWLS Director's have been talking about what their plans are if the county goes to Critically High COVID status. KPL will not revert back to curbside, but will cease in-person programming and potentially drop the building occupancy down from 50.

The Board discussed A. Thiem-Menning's memo regarding the Youth Representative on the Library Board. Consensus was that A. Thiem-Menning will put the bylaws change in the January Board packet as an action item and will draft a policy and procedure for this position to be adopted then in February. The Board would like the position to be more than just attending meetings once a month and would like the position to include more volunteer work at the Library. A. Schneider mentioned she was currently working on a Teen Volunteer Program for the 2022 Summer Reading Program.

b. Assistant Director's Report November 2021

Assistant Director A. Schneider discussed her packet handout.

c. Trustee Topic 19

A. Thiem-Menning mentioned that she had just returned from the WLA conference and that her and A. Schneider would be attending the national PLA conference in March 2022 with the budget adoption.

d. Statistics

There were no questions in regard to statistics.

J. Vondracek made a motion to place the reports on file. Seconded by S. Beach. All in favor, motion carried.

7. Closed Session

J. Van De Hey made a motion to adjourn to closed session pursuant to state statute 19.85(1)(e) to deliberate on proposed Interactive Learning Garden lease agreement addendum at 7:07p. Seconded by C. Van Boxtel. All in favor, motion carried.

a. Adjourn to Closed Session pursuant to §19.85(1)(e) to deliberate on City of Kaukauna Library lease agreement.

b. Return to Open Session for Possible action

M.J. Kilgas made a motion to go back into open session at 7:12p. Seconded by J. Vondracek. All in favor, motion carries.

In open session, M.J. Kilgas made a motion to approve the Garden Lease Addendum as presented, with an allowance for the Library Director and City Attorney to may make any necessary changes and then sign on behalf of the Kaukauna Public Library. Seconded by J. Vondracek. All in favor, motion carries.

## 8. Adjournment

The meeting adjourned at 7:14p.

## NOTICES

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**

**WE ARE FOLLOWING CDC GUIDELINES AND FACE COVERINGS ARE REQUIRED TO ENTER THE LIBRARY AT THIS TIME.**

### **In-Person and Remote Teleconference via Zoom**

In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/81403652423?pwd=citoZmMrU1VwU2I3bjUvczkvOEw1Zz09>

Meeting ID: 814 0365 2423

Passcode: 54130

One tap mobile

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