



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 22, 2022 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 President Lucas at 5:35p.
2. Roll call of membership
 - a. Present: J. Lucas, M. Kilgas, J. Vondracek, C. Van Boxtel, A. Neumeier, J. Van De Hey, K. Hietpas, C. Fallona, and A. Thiem-Menning
 - b. Unexcused: Maria Aquirre
3. Approval of minutes from previous meeting
 - a. Tuesday, October 25, 2022 Meeting Minutes
 - i. C. Fallona made a motion to approve the Tuesday, October 25, 2022 Meeting Minutes seconded by C. Van Boxtel. Motion carries, all in favor.
 - b. Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(e)
 - i. M. Kilgas made a motion to approve the Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(e), seconded by A. Neumeier. Motion carries, all in favor.
 - c. Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(c)
 - i. C. Fallona made a motion to approve the Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(c), seconded by K. Hietpas. Motion carries, all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register October 2022
 - i. J. Vondracek made a motion to approve the Bill Register October 2022, seconded by M. Kilgas. Motion carries, all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning reported that we would be posting a Library Assistant: Hispanic Outreach Coordinator with the open part-time position, formerly a Library Assistant: Programmer position.
 - b. 2023-2026 Marketing Plan
 - i. A. Schneider and J. Schink made a Marketing Plan as part of the marketing grant they were awarded prior to her resignation. The group has selected an educator focus for targeted marketing in 2023, which coincides nicely with the hiring of the Youth Services Librarian.
 - c. Adult Services Librarian's Report

- d. Trustee Topic 1
 - i. Director Thiem-Menning has been adding a chapter of the DPI Trustee Handbook in every board packet. We have run through the handbook once now and will continue to cycle through the booklet as a refresher at each meeting.
- e. Statistics
 - i. A. Thiem-Menning noted that there are still a lot of very old accounts with lost items that are being deleted from the system and that the project will take several months to complete.
 - ii. J. Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries, all in favor.
- 7. Adjournment
 - a. Meeting adjourned at 6:00p.

Join Zoom Meeting

<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

One tap mobile

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