



# mtg minutes

## Kimberly Library Planning Committee

### Meeting #1

Kimberly Municipal Complex – Conference Room

515 W. Kimberly Avenue

Date: Tuesday, March 3, 2020

12:00 pm

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1. Call to Order –  
*12:00 noon*

2. Roll Call –  
*Present: Corrine Herro, Rose Vander Velden, Barbara Wentzel, Dave Hietpas, Marcia Trentlage, Phil Yunk, Danielle Block*  
*Absent and Excused: Jackie Sharkey, Chuck Kuen*

3. Goals of the Committee  
*There was a brief discussion on the history of the decision to terminate the joint library with the Village of Little Chute, the termination discussions that had taken place during 2019 and the agreement moving forward. A copy of the joint termination agreement will be provided at the next meeting.*

*Funding and budgets were discussed briefly. For the next meeting Administrator Block will provide existing balances, projected balances and anticipated budget for the Kimberly Library in 2021.*

*Administrator Block reviewed the overall goal of the committee, which is to develop a plan for the new library for review and approval by DPI. The plan should describe how the village will house, fund and maintain the library, including the following factors:*

- *Director – Grade 1 certified and must work at least 10 hours per week while the library is open*

- *Number of hours open (min. 20 hr/week)*
- *Collection budget (min. \$2,500 annually)*
- *Collection size (min. 8,000) and*
- *Staffing (min. 1 FTE)*

*The committee agreed that the plan should be submitted to DPI in April of 2020. This will then allow the planning committee to receive notice from DPI by May of 2020 and discuss further details of creating a library board and input on the operations of Kimberly's own library.*

4. **Schedule**

*It's anticipated that the planning committee will meet once per month – usually on a Tuesday from 12noon to 1pm.*

*Meet in late March to review first draft of the library plan to DPI.*

*Submit final library plan to DPI in April 2020.*

*May – June 2020 Meet to discuss the library board ordinance and visions for the future Kimberly Library.*

*June 2020 Village Board to adopt ordinance establishing individual library board.*

*July 2020 Village Board to appoint members to Library Board*

*July 2020 – Library Planning Committee meet with the newly established Library Board to share visions, documentation and plans for the Kimberly Library*

*July 2020 - Library Planning Committee all done! The Library Board takes it from here.*

5. **Review of User Surveys and Visioning**

*Group reviewed the 2016 survey and 2018 surveys. Had a brief discussion on the hours of operation – highlighting a desire for consistency. It was noted that many comments submitted in 2016 have already been addressed.*

6. **Next Meeting Dates**

*Next Meeting set for Tuesday, March 24, 2020 12noon to 1pm.*

7. **Adjourn**

*1:00 pm*