

**MINUTES OF THE MEETING OF THE  
KIMBERLY PUBLIC LIBRARY BOARD  
DECEMBER 21, 2020**

The meeting was called to order at 5:01pm by Library Board President Corinne Herro.

Members present: Corinne Herro, Rose Vander Velden, Dave Hietpas, Barbara Wentzel, and Phil Yunk

Others present: Holly Selwitschka, Judy Hebbe (Kimberly Times Villager)

Motion by Vander Velden, seconded by Yunk, to approve the minutes of the November 16 meeting. Motion carried by unanimous vote.

Selwitschka reported on her work efforts over the past month:

- She completed the hiring process; all current staff were offered positions with either Kimberly or Little Chute and are already in place at their permanent library.
- The web design is in process and Holly will send the link as soon as she receives it from OWLS. This will be a simple site, built up over time as the library goes through a branding process this year.
- Holly presented options for a temporary logo, the board discussed the options and recommended using the image from option 2 and the wording from option 3. Trustee Yunk recommended that the schools be involved in the branding process and trustees agreed that a process that engages the community would be most welcome.

Holly informed the board that the library budget appears to fall short of staffing costs; as such, it may be necessary to draw from reserve funds set aside by the Village Board in anticipation for budget shortfalls.

Motion by Wentzel, seconded by Herro to approve the use of Library Trust Funds to supplement 2021 personnel costs, not to exceed \$40,000.

Roll Call Vote:

Wentzel	yes
Hietpas	yes
Yunk	yes
Vander Velden	yes
Herro	yes

Herro recommended a change in the Circulation Policy to change the expectation that lost or damaged items be replaced by new materials, rather than materials in good condition. Trustee Yunk asked to clarify that the joint library had not officially approved a fine-free policy; it had not, and Holly recommended that the fine free policy be addressed at a more opportune time.

Motion by Herro, seconded by Hietpas, to approve the circulation policy with the suggested change. Motion carried by unanimous vote.

Motion by Vander Velden, seconded by Wentzel, to approve job descriptions. Motion carried by unanimous vote.

Motion by Herro, seconded by Vander Velden, to approve staff structure and Organizational Chart. Motion carried by unanimous vote.

A correction was made to the Schedule of Closed Days in 2021: change Saturday, July 2 to Saturday, July 3.

Motion by Herro to approve the Schedule of Regular Library Hours and Closed Dates in 2021, seconded by Yunk. Motion carried by unanimous vote.

Holly described the WI DPI Thriving Libraries initiative called WI Libraries Transforming Communities and her role with the initiative as a coach in training, helping teams succeed in learning and implementing effective community engagement strategies.

Motion by Wentzel, seconded by Vander Velden, to approve the signing of the Commitment Letter to support the Library Director's participation in WI Libraries Transforming Communities. Motion carried by unanimous vote.

Board members discussed expectations for opening the library on January 4 including issues related to COVID-19, marketing, and library hours. Vander Velden suggested that the library promote the adult book packs, as she'd found that to be a valuable service. Library board expressed interest in opening the doors as soon as possible. Holly agreed to prioritize the creation of a plan and preparing the physical library space for reopening.

Unfinished business: None

New business: None.

Items for the next library board meeting include a timeline/ plan for a branding process, marketing proposal, re-opening plan. The next meeting will be Monday, January 18 at 5:00pm.

Motion by Vander Velden, seconded by Hietpas, to adjourn at 5:46 pm. Motion carried.

Submitted by:

Holly Selwitschka, Library Director