

**MINUTES OF THE MEETING OF THE
KIMBERLY PUBLIC LIBRARY BOARD
November 17, 2025**

The meeting was called to order at 4:00pm by Library Board President Corinne Herro. The meeting was held in the Meeting Room 1 of the Kimberly Public Library with an option to attend via Zoom.

Members present in Person: Corinne Herro, Rose VanderVelden, Dave Hietpas, and Phil Yunk

Members absent: Barbara Wentzel (excused)

Members present via Zoom: none

Others present in Person: Holly Selwitschka (Kimberly Library Director)

Motion by Yunk, seconded by Hietpas to approve the minutes of the October 20, 2025 meeting. Motion carried by unanimous vote.

Motion by VanderVelden, seconded by Hietpas to approve the current bills as written. Motion carried by unanimous vote.

Director's Report: Holly reviewed several items from her director's report. Holly provided updates from FOKL including the upcoming meeting on December 10 and her plans to propose a capital campaign at that meeting. There was a discussion about the library's name as Kimberly Public Library and when to use James J. Siebers Library; library board agreed to keep using Kimberly Public Library and refer to the building as James J. Siebers Memorial Library, as we have been doing since we ended the joint library partnership. Holly informed the board of a community foundation grant to purchase podcast equipment and hire a project manager to help staff get it running that paired with a Mobile Beacon grant for a laptop digital learning lab that won't be decided until January. Updates from OWLS about new ILS software and discussion about closing the library for Hoot Con that Kimberly will host on Friday, March 6. The library board was hesitant to close and will wait to make a decision on that at the next meeting. Holly shared invitations from the Village of Kimberly to upcoming events.

New Business:

Holly presented options for replacing a self-check machine; the library board decided to wait on that to see what new information unfolds.

Unfinished Business:

Motion by VanderVelden to approve the Job Description for Half Time Pre-Teen/ Teen Services Librarian with a change to the position title to include Pre-Teen, seconded by Hitepas. Motion carried by unanimous vote.

Holly provided updates to the progress on the plan for gathering data to inform the decision to add hours to the library's service schedule: she has received feedback from neighboring libraries, gathered data about room reservations in the Civic Wing, and collected stats about patron door count and statistics at times of day as much as possible. Currently, library staff are collecting observations about library use the last hour of the day, and a patron survey is circulating to better understand how patrons use the library and what needs need to be better met. In the next month, she will complete a second patron survey, gather data about community activity in the evenings, and compiled the data into a report that summaries the study and recommends a course of action in time for the next library board meeting.

Items for the Next Meeting: Hours research report; capital campaign information; discussion about closing for Hoot Con; consider the annual report. The next meeting will be Monday, January 19 at 4pm in the Library Meeting Room 1. The library board decided to not meet in December unless there is pressing business to discuss.

Motion by Hietpas, seconded by Yunk, to adjourn the meeting. Motion carried by unanimous vote. The meeting was adjourned at 4:46pm.

Submitted by: Holly Selwitschka, Library Director