

**MINUTES OF THE MEETING OF THE
KIMBERLY PUBLIC LIBRARY BOARD
July 20, 2026**

The meeting was called to order at 4:02pm 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, Barbara Wentzel, Dave Hietpas, and Rose VanderVelden

Members absent: Phil Yunk

Members present via Zoom: none

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

Motion by VanderVelden, seconded by Wentzel to approve the minutes of the June 22, 2026 meeting. Motion carried by unanimous vote.

Motion by Hietpas, seconded by Wentzel to approve the current bills and financial reports. Motion carried by unanimous vote.

Director's Report: Holly reviewed library activity from the past month and details from the written report: The 2026 budget is projected to end up underspent; the study room is on track to be reconfigured into a podcast lab starting the last week of July; Holly shared some details about the Polaris migration details, updates to hiring a new part time clerk, and the updated workflow plan for when Holly's absent in September. Additionally, she told the board about a new grant opportunity that OWLS is providing for inclusion and innovation: smart lockers qualify and the board needs to approve the application.

New Business:

Job Descriptions:

Motion by Wentzel, seconded by Hietpas to approve revisions to job descriptions for the positions of Library Assistant I, Library Assistant II, Library Supervisor, Adult Services Librarian, Youth Services Librarian, and Library Director. Motion carried by unanimous vote.

Motion by VanderVelden, seconded by Herro to approve a new position of and job description for Assistant Library Director. Motion carried by unanimous vote.

Motion by Hietpas, seconded by Wentzel to approve landscaping expenses incurred through a partnership with the Outagamie County Master Gardeners Association not to exceed \$2,000. Motion carried by unanimous vote.

Unfinished Business: none

Items for the Next Meeting: The next meeting will be moved to Monday, August 31 to merge both August and September meetings into one meeting and there will be no meeting in September. Holly will bring a draft proposal of the 2027 budget to the meeting on August 31.

Motion by Wentzel to adjourn the meeting, seconded by VanderVelden. Meeting adjourned at 4:34pm.

Submitted by: Holly Selwitschka, Library Director