MINUTES OF THE MEETING OF THE
KIMBERLY PUBLIC LIBRARY BOARD
August 31, 2026

The meeting was called to order at 4:11pm 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, Phil Yunk, and Rose VanderVelden
Members absent:
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 July 20, 2026 meeting. Motion carried by unanimous vote.

Financial Reports: Holly informed the board about work done in the study room to add additional electrical outlets to prepare the space for conversion into a podcast studio. Estimated cost for the work was $500.

Motion by Hietpas, seconded by Yunk 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 including updates on the podcast studio, Master Gardener's landscaping partnership, new staff updates, the Polaris migration, staff November leave of absence, workflow for Holly's vacation in September, updates on grant funding for Smart Locker purchase, and FOKL business. There was a discussion about using paid staff time in collaborative support of the FOKL fall fundraiser; given the circumstances of the event and the various needs of the organization to access the building and use library resources, and given the return on investment that the organization provides, it was deemed a relevant expense to use paid staff time as a means of collaborative effort to ensure FOKL's success to the benefit of the library. Finally, Barbara Wentzel shared insights she gained from attending a webinar designed for Trustees on the topic of AI; discussion followed.

New Business:

Review 2027 Budget Proposal Draft: Holly presented a 2027 budget proposal that demonstrated a baseline increase for staffing at 2.75% increase, and an increase in county funding, as well, based on reimbursement for use of county residents in 2025. A second proposal demonstrates the cost of adding additional FTE to promote one part time .8FTE employee to full time that would result in a promotion of that staff member to adult services librarian and the creation of an assistant library director position, as well; it also proposes additional hours for two .3 LA1s to increase both to .5FTE in order to accommodate staffing for expanded library service hours in 2027. Holly has not yet reviewed this proposal with the village administrator and noted that since there are details still in motion, there is no telling where the proposal may land and the board should prepare to discuss changes at the October meeting.

2027 Schedule of Closed Dates: The document illustrated a notable change in hours to open later until 7pm on Tuesdays starting in January as a test to see how well evening hours would be used by community members. VanderVelden requested statistical reports to include circulation and library visits during that last hour of the day to help determine the value of the effort.

Motion by Hietpas, seconded by Wentzel to approve the 2027 Schedule of Closed Dates. 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.

Library Meeting Room Policy Updates:
Motion by Wentzel, seconded by VanderVelden to approve updates to the Kimberly Public Library Meeting Room Policy. Motion carried by unanimous vote.

OWLS Infrastructure and Inclusion Grant Application for Smart Lockers:
Motion by Yunk, seconded by Herro to approve the application and letter of support for the OWLS Infrastructure and Inclusion Grant for the purpose of purchasing smart lockers. Motion carried by unanimous vote.

Unfinished Business: none

Items for the Next Meeting: The next meeting will be Monday, October 19 at 4pm. There will be no library board meeting in September. Agenda items include 2027 budget proposal.

Motion by VanderVelden to adjourn the meeting, seconded by Herro. Meeting adjourned at 5:15pm.

Submitted by: Holly Selwitschka, Library Director