

**Shiocton Public Library
Board of Directors Meeting
October 26, 2022**

Call to Order

The meeting was called to order by Trustee Brownson at 2:00PM

Pledge

Trustee Brownson led the Pledge.

Roll Call

Trustees present: Tammy Free, Nancy Brownson, Karen Kroncke, LouAnn Johnson, and Nichole Schweitzer. Also in attendance: Shay Foxenberg, Director.

Meeting Agenda

Motion by Schweitzer, second by Free to approve the amended agenda for the October 26, 2022 meeting - table #5: September 15, 2022 Session Meeting Minutes and #6: September 15, 2022 Closed Session Meeting Minutes. Motion carried, 5-0.

Meeting Minutes

Motion by Kroncke, second by Johnson to approve the October 13, 2022 meeting minutes. Motion carried, 5-0.

Financial Reports and Bills

Director Shay reviewed the financial reports and bills. Discussed the need to change the entrance during the winter to the second outside door leading directly into the library rather than the outside door leading into the meeting room due to concerns about the ice that builds up in front of that door. The gutters often freeze and then rain/melting snow freezes in front of the meeting room outside door. Rather than purchase a key pad, Director Foxenberg will provide staff and vendors/delivery personnel with a key to be used during the winter months. Trustee Free asked about the overage related to the telephone expense.

Motion by Free, second by Kroncke to approve the September 2022 Financial Report and Bills as presented. Motion carried, 5-0.

Closed Session

Motion by Free, second by Johnson to adjourn into Closed Session. Roll Call. Motion carried, 5-0.

Business from Closed Session

Schweitzer motioned that an evaluation be completed for each employee by the next Library Board meeting. Second by Brownson. Motion carried. 5-0.

Proposed 2023 Operating Budget

Director Foxenberg did review a historic record of expenditures and revenues as previously requested by Trustee Free. Wages will decrease as planned with the decrease in staffing and with the increase in the hours that Director Foxenberg will be covering the desk. Trustee Schweitzer requested that the amounts currently reported for wages be broken out in the correct accounts so as to show the costs for social security, retirement, and health insurance, as well as actual wages to be paid. Discussion was held about money to be budgeted for the set-aside fund.

Motion by Free with a second by Kroncke to approve the 2023 Operating Budget as discussed. Motion carried. 5-0.

Director's Report

Director Foxenberg noted that there has been solid interest in the children offering of Tuesday Tales and Wednesday's Baby Time. She also noted that Kim and Judy did a lot of review of items in the library. There are many items that need re-homing such as board games and donated books.

Library Director Evaluation

Director Foxenberg inquired about the creation of a committee to review the examples of library director evaluation forms she collected from other libraries. Copies of the forms were handed out to all trustees who will review and make notations on the forms. This information will be reviewed in November and then used to create a new form that will be used to evaluate the Shiocton Public Library director.

Board Comments

none

Next Meeting

Set the next meeting date and time as November 17, 2022 at 2:00PM. Also set December 14, 2022 and January 11, 2023 as upcoming meeting dates.

Adjourn

The meeting was adjourned at 3:14PM.