

Board of Trustees Meeting

Monday August 21, 2023, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order at 2 pm and Pledge of Allegiance led by Board President, Tammy Free.
2. Roll Call –
Present: Tammy Free, LouAnn Johnson, Karen Kroncke, Vicky Wagner, Veronica Woodward, and Library Director, Michaela Woodward
Guests: Kim Dewindt, Nicole Schweitzer
3. Approval of Meeting Minutes from July 12, 2023.
 - a. Motion to approve made by Vicky Wagner, Seconded by LouAnn Johnson
Minutes were unanimously approved.
 - b. ACTION ITEM: Minutes from the special board meeting held on 8/3/2023 need to be added to the agenda for approval at the next meeting.
4. Approval of July 2023 Financial Reports and Bills
 - a. ACTION ITEM: Approval of the July Financial Report will be postponed until the next meeting pending revision and corrections.
 - b. Motion to approve July's bills as presented was made by Veronica Woodward and seconded by LouAnn Johnson. Approval was unanimous.
5. Public Comment
6. Take Action on Request of Shiocton Child Care Center (SCCC) to use Library Community Room
 - a. Motion: Extend a contract to SCCC for 7 weeks' use (September 8 - October 20) of the Community Room on Fridays.
 - i. As outlined in the policy, the fee will be \$40 per use, however the refund of the \$20 deposit per use will be made at the end of the contract. This refund is contingent on all policies and cleaning procedures having been followed properly.
 - ii. The SCCC will provide a certificate of insurance with the executed contract.
 1. Vicky Wagner so moved and Tammy Free seconded the motion,
Motion was approved unanimously.
7. Director's Report –
 - a. Housekeeping
 - i. Director to attend orientation with OWLS on August 22.
 - ii. Director applied for DPI license.

- iii. Director will attend Directors' meeting in Marion on August 31.
- b. Programming
 - i. September is library card sign-up month.
 - 1. Tabling at the school's open house on August 23 for card sign-ups.
 - a. Meeting with the 4k parents in mid-September for the backpack/early literacy program. Can also do card sign-ups there.
 - 2. Social Media outreach.
 - ii. Starting up story time again in mid-September (tentatively Tuesday, 9/12).
- c. In-Library Business
 - i. Weeding, then shifting
 - 1. Will draft a yearly weeding schedule for future use.
- d. Bi-Lingual (Spanish) Language Section
 - i. This section is being developed.
 - ii. 9/15-10/15 social media will reflect Mexican Heritage month.

8. Library Board Comments –

- a. Welcome to Michaela Woodward, Shiocton's new Library Director.
- b. Veronica Woodward is stepping down as trustee and Nicole Schweitzer will resume that position on the board. Notice will be made to the Village Board on 9/11 for their approval.
- c. Board trustees agreed that Shay Foxenberg's last day will be set as 8/31/2023.

9. Next Board Meeting Date – Tuesday, 9/12, 2023 @ 2pm

10. Adjournment – 3:08 pm.