

**Shiocton Public Library
Board of Directors Meeting
February 15, 2023**

Call to Order

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

Pledge

Trustee Free led the Pledge.

Roll Call

Trustees present: Tammy Free, Karen Kronke, and Nichole Schweitzer. Also in attendance: Shay Foxenberg, Director. Excused absent: LouAnn Johnson, Vicky Wagner.

Meeting Agenda

Motion by Schweitzer, second by Free to approve the agenda for the February 15, 2023 meeting Motion carried, 3-0.

Meeting Minutes

Motion by Kronke, second by Schweitzer to approve the January 10, 2023 meeting minutes. Motion carried, 3-0.

Trustee Schweitzer requested the Minutes from December 14, 2022 be tabled until the next meeting.

End of Year Financials

Director Foxenberg reviewed the financials for the calendar year 2022. Director Foxenberg is asking that set aside funds of \$320.80 be used to balance the 2022 budget deficit. The deficit is largely due to the money spent on a computer that was not budgeted for. After the deduction, if approved, the total in the Set Aside fund will be \$4,595.20.

Motion by Free, second by Kronke to approve the End of Year Financials. Motion carried. 3-0.

Use Set Aside Funds

Motion by Schweitzer and second by Free to approve the use of \$320.80 from the set aside fund to balance the 2022 budget. Motion carried. 3-0.

DPI Annual Report

Director Foxenberg reviewed the DPI Public Library Annual Report. She noted that we changed our service hours to 31/wk in winter and reviewed the public services that we are providing, including outside service that began during COVID. The number of audiobooks has significantly shrunk because people are using the digital download instead. Receiving DVDs by the box full because many are using online streaming services; still see a strong patronage of the DVDs.

Circulation this past year was 10,118 in total with 4,075 children's materials checked out. Director Foxenberg also reviewed the interlibrary loan numbers; strong numbers of both providing to other libraries for their patrons as we are receiving from those libraries for our patrons through request. There are a total of 764 registered user with a near equal split between residents and non-residents. Over 4,300 visits to the library were recorded for the past year. Over 1,200 users have utilized eBooks and eAudio services.

Trustee Schweitzer noted the email address listed for her on the Library Governance page was incomplete. Please add "wi.us". Trustee Kronke noted that she has a PO Box of 115 that is needed for mailings. Trustee Free noted that her mailing address should also be updated to include PO Box 236.

The amount listed in #7 on Page 6, "All Other Operating Income" of \$1,047 is comprised of: \$501.08 [902: Copies/Fines] + \$80.00 [903:Misc] + \$320.80 [set aside funds used to balance budget] \$144.90 reimbursement for Shay's expenditures [905 Grants on the End of Year Financial Report].

Trustee Free asked Director Foxenberg about the amount in #9 regarding the current year annual appropriation, which is exactly \$1,000.00 more than the amount from Village. Director Foxenberg note that this was the current year – 2023 – which is \$1,000 more than last year – 2022.

The total of Other Funds Held by the Library Board is \$7,048.00. This amount is comprised of: \$4,595.20 set aside + \$2,455.00 in the WRCB account.

Director Foxenberg reviewed section Public Library Assurance of Compliance with System Membership Requirements. Trustee Free will sign as Board President.

Motion by Kronke and second by Free to approve the DPI Annual Report as reviewed and amended (addresses). Motion carried. 3-0.

Public Comment

None.

Trustee Resignation

Trustee Schweitzer has submitted her resignation due to time commitments at school. She has recommended Mrs. Veronica Woodward, school librarian, as the school representative.

Motion by Free and second by Kronke to approve Trustee Schweitzer's resignation and the replacement of Veronica Woodward as the school representative. Motion Carried. 3-0.

Closed Session

Motion by Free and second by Schweitzer to adjourn into Closed Session for the purpose of staff performance per WI State Statute 19.85(1)(C). Roll Call. Motion Carried. 3-0.

Open Session

Motion by Free and second by Schweitzer to reconvene in Open Session. Motion Carried. 3-0.

Director's Report

Director Foxenberg noted that the Library will need to close on Friday, March 3 so that all staff members can attend the OWLS training. Shared details regarding the April 1 Easter Egg Hunt, which will be capped at 130 participants. She and Trustee Johnson will be checking in with businesses to see if they are interested in donating specific items.

Board Comments

none

Next Meeting

Set the next meeting date and time as March 15, 2023 at 2:00PM.

Adjourn

The meeting was adjourned at 3:11PM.