

Board of Trustees Meeting

Wednesday, July 12, 2023, at 2:00
Shiocton Public Library Board
Outagamie County

1. Call to Order at 2:00 pm by President, Tammy Free
2. Pledge of Allegiance lead by Tammy Free
3. Roll Call --

Present: Tammy Free, Karen Kroncke, LouAnn Johnson, Veronica Woodward, and
Library Director, Shay Foxenberg

Excused: Vicky Wagner
4. Approval of Meeting Minutes from June 21, 2023
 - a. Motion to approve was made by Veronica Woodward and seconded by LouAnn Johnson. Unanimously approved.
5. Approval of June 2023 Financial Reports and Bills -- \$64.94 overbudgetted for WeEnergies in May will be corrected to \$111.77 for June.
 - a. Motion to approve with the stated correction was made by Karen Kroncke and seconded by LouAnn Johnson. Unanimously approved.
6. Public Comment -- None
7. Approval of the Collection Development Policy -- this was approved in June so no further action was taken.
8. Approval of the Material Reconsideration Policy -- the board discussed the following changes to the policy:
 - a. For clarification, in paragraph 3 change “The Director will then provide a response to the person/persons addressing the content of this form within 30 days of submission.” to “ The Director will then provide a response with their decision to the person/persons addressing the content of this form within 30 days of submission.”
 - b. Add: “Material being reviewed based on a request under this policy shall remain available for circulation during the review process.”
 - c. Add: “Decisions on reconsidered materials will stand for five (5) years before new requests for reconsideration of those items will be entertained.”

- d. Motion to approve the Material Reconsideration Policy with the stated changes was made by Tammy Free and was seconded by LouAnn Johnson. Unanimously approved.
- 9. Update on Open Library Director Position -- there are 3 applicants. Posting will remain open until the position is filled.
 - a. ACTION: Tammy will set up interviews for August 3 and possibly August 9. Shay will create an agenda with a closed session for August 3.
- 10. Director's Report -- Concern with family services using the community room at unscheduled times and not showing respect for the space.
 - a. ACTION: Shay will email Social Services with concerns and expectations for future use of the space.
- 11. Library Board Comments -- On behalf of the board, Tammy Free thanked Shay for her service to the library and presented her with a small gift.
- 12. Adjournment at 3:09 pm

Submitted by Veronica Woodward