

## Board of Trustees Meeting

Wednesday June 7<sup>th</sup>, 2023, at 12:30  
Shiocton Public Library Board  
Outagamie County



1. Meeting was called to order by Board President, Tammy Free at 12:30 pm
2. Pledge of Allegiance lead by Tammy Free
3. Roll Call –  
Present: Tammy Free, Karen Kroncke, Vicky Wagner, Veronica Woodward, and Library Director, Shay Foxenberg  
Excused: LouAnn Johnson
4. Public Comment
5. Library Director’s Letter of Resignation – Options to facilitate Shay Foxenberg retaining the Director’s position were discussed.
  - i. DECISION: Shay will resign, but continue to assist administratively until the posted position is filled.
  - ii. MOTION: To accept the Director’s letter of resignation was made by Vicky Wagner and seconded by Karen Kroncke. Motion passed.
6. Library Director Job Posting Approval -
  - a. Minor changes were made to the previous posting, most specifically the starting wage to be \$15.25.
  - b. For due date, wording will be, “The posting will remain open until the position has been filled.”  
ACTION: Shay will make the changes as discussed and get the electronic postings done as outlined below.
7. Advertising Locations of Library Director Job Posting Approval – Board agreed upon the following locations:
  - a. Post through OWLS, on the village web site/Facebook page, the library web site/Facebook page, and the Seymour paper.
    - i. Laurie Sweeney, Village Clerk, will contact the paper for posting options and associated costs.
  - b. Shay will also send the posting out on the state e-mail.
8. Materials to Prepare for Candidate Interviews – Tammy provided the Board with sample questions and interviewing guidelines for everyone to review before the next regular Board meeting (July 21, 2023).
  - a. Shay provided her current performance review as an additional aid.

9. Library Director Position Description – Copies were distributed for review and discussion. The following changes were agreed upon:
  - a. Section C, Item 1 – The following will be added as further clarification “*i.e., pre-school story time, summer reading, etc.*”
  - b. Required Education, Experience and Certification, Item 4 is to be struck.  
ACTION: Vicky Wagner will retype the document with the aforementioned changes.
  
10. Budgeted Hours Tool – This document was created and distributed by Shay. It shows staff hours per pay period, and the impact there would be on current staff absorbing Shay’s desk time. This will not push either staff member over the maximum hours allowable.
  
11. Adjournment – 2:10 pm