

Board of Trustees Meeting

Tuesday, September 12, 2023, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order at 2 pm by Board President, Tammy Free
2. Pledge of Allegiance led by Tammy Free
3. Roll Call:
 - a. Tammy Free, Karen Kroncke, Nichole Schweitzer, Vicky Wagner
 - b. Excused: LouAnn Johnson
4. Approval of Special Meeting Minutes from June 7, 2023 – Motion to approve was made by Vicky Wagner and seconded by Karen Kroncke. Motion passed with 3 affirmative votes. Nichole Schweitzer abstained.
5. Approval of Special Meeting Minutes from August 3, 2023 – Motion to approve was made by Karen Kroncke and seconded by Vicky Wagner. Motion passed with 3 affirmative votes. Nichole Schweitzer abstained.
6. Approval of Meeting Minutes from August 21, 2023 – Motion to approve was made by Nichole Schweitzer with the correction of the spelling of her name in two places in the document. Karen Kroncke seconded the motion to approve with corrections. Motion passed unanimously.
7. Approval of Revised 2023 Financial Record
 - a. Library Director, Michaela Woodward presented corrected copies and provided explanations going back to January 1st. Karen Kroncke moved to approve the corrected financial record. Nichole Schweitzer seconded the motion. Motion passed unanimously.
 - b. The Board expressed their appreciation for the extra effort put forth by Michaela.
8. Approval of Revised 2023 Budget
 - a. Having corrected the financial record back to the beginning of the year, Michaela presented and explained her corrections to the 2023 Budget. Nichole Schweitzer moved that this revised budget be approved which was seconded by Vicky Wagner. Motion passed unanimously.
9. Approval of August 2023 Financial Reports and Bills – Motion to approve was made by Nichole Schweitzer and seconded by Tammy Free. Motion carried.

10. Approval of new signer on bank account # 5101220

- a. Motion to remove Shay Foxenberg as a signatory on bank account #5101220 and approve Michaela Woodward as a new signatory on the account was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion passed unanimously.

11. Public Comment

12. Director's Report

Housekeeping

- Attended the Village Board meeting on 9/11 to present the current Library Board trustees.
- Attended the OWLS Directors' Meeting in Marion, WI on 8/31. Will go to the AAC Meeting on Friday, 9/15.
- DPI Application – Will be processed this week.
- Director's Boot Camp – There are several days and locations. I have not yet received the registration paperwork.
- SCCC will not be using the Community Room on Fridays at this time.

Programming

- Passive programming for Library Card Sign Up Month
 - o Designed a library "Bingo" card. When an individual gets a bingo, they submit their card for a chance to win a gift card to Studio 54 coffee shop.
- Story time will start again 9/19 – 4 programs are scheduled as of now through 10/31

Other

- New Website – The library web site will be migrating to WordPress by November at the latest. Chad from OWLS is working on it, and I have to give my approval. Once approved, it can be up and running; likely in a week or two.
 - o Translation plugin
 - o Easier way to add and display upcoming events with calendar plugin.
- Budget: County funding is tentatively 100% approved
- Purchasing/Spanish Language section
 - o Received a list of titles used for group readings at the school – few are in the system.
 - o Not enough books by Hispanic or Latinx authors – especially in YA section – to best serve Spanish speaking and Hispanic patrons.
 - o Propose using a portion of the donation money to build up those areas so that it does not come out of the purchasing budget.

13. Roll Call Vote to adjourn into CLOSED SESSION Regarding Staff Evaluations as per **Wisconsin State Statutes 19.85(1)(c)** *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*
 - a. Tammy Free – Yea
 - b. Karen Kroncke – Yea
 - c. Nichole Schweitzer – Yea
 - d. Vicky Wagner - Yea

14. Motion to Reconvene Public Meeting was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion carried.

15. Take Action on Staff Wages for 2024
 - a. Nichole Schweitzer moved that the 2024 wage increase of \$0.75 / hour be instituted for all library staff. Tammy Free seconded the motion. Motion passed unanimously.

16. Library Board Comments
 - a. Karen Kroncke made the Board aware that there is a faded banner in front of the building and recommended that it be removed. The posts to which it was affixed will remain for future use.
 - b. The circulation desk needs to be replaced.
 - i. Action: Michaela will research availability and costs.
 - c. The Library Director’s desktop computer is slow and outdated.
 - i. Action: Michaela will get a quote from OWLs on cost and availability. Expected expense to be approximately \$1250.

17. Next Meeting Date – Tuesday, October 10 at 2 pm.

18. Adjournment called at 3:24 pm