

**Shiocton Public Library
Board of Directors Meeting
February 17, 2022**

Call to Order

The meeting was called to order by Trustee Free at 2:02PM

Pledge

Trustee Free led the Pledge.

Roll Call

Trustees present: Tammy Free, Karen Kroncke, Nancy Brownson, and Nichole Schweitzer. Also in attendance: Shay Foxenberg, Director. Trustee LouAnn Johnson arrived at 2:07PM.

Meeting Agenda

Motion by Free, second by Kroncke to approve the February 17, 2022 meeting agenda. Motion carried, 4-0.

Meeting Minutes

Motion by Free, second by Kroncke to approve the January 27, 2022 meeting minutes as presented. Motion carried, 4-0.

(LouAnn Johnson arrived @ 2:07PM)

Financial Reports and Bills

Discussion was held regarding janitorial supplies and children's books purchased. Trustee Johnson inquired about the WE Energies bill for January.

Motion by Schweitzer, second by Free to approve the Financial Reports and Bills as presented. Motion carried, 5-0.

End of Year Financials

Director Foxenberg reviewed December 2021 and end-of-year financials for the Fiscal Year 2021 including A/P amounts adjusted by the accountants (post expenditures back to December that were paid for in January 2022). The total difference of revenue over expenditures for the Fiscal Year 2021 is \$1,722.00. Trustee Brownson motioned and Trustee Johnson second the approval of the end-of-year financial report with the overage being assigned to the set-aside account. Motion carried, 5-0.

Department of Public Instruction 2021 Annual Library Report

Director Foxenberg noted that the FY 2020 report noted the "other funds" (donations and set-aside) amount was \$8,034 as of 12/31/21. However, the DPI audit shows a different beginning balance for the "other funds" as of 1/1/2022, which appears to be approximately \$700 more. Director Foxenberg will review the documentation from the DPI Audit and bring that amount to the March meeting. Additionally, the following note was included on Page 14 of PI-2401 Public Library Annual Report:

"Beginning balance of Trust Funds Controlled by the library board - Balance of "other funds" at the end of the 2020 among and beginning of 2021 "other funds" do not match. Error cannot be found. Discrepancy noted."

Total amount of "other funds" for the 2021 Fiscal Year End as of 12/31/21 totaled \$5,847.

Director Foxenberg walked through the Annual Report, highlighting circulation, programming, visits, loans, and material counts, including electronic materials. Discussed the importance and positive impact of holds. Too, it was noted that OWLS library network earned recognition as one of the Top 10 in the nation.

Motion by Schweitzer and second by Free to approve the Public Library Annual Report for 2021 as presented include the CERTIFICATION and STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS statements. Motion carried, 5-0

Public Comment

No public comment.

Policy

Motion by Free and second by Kroncke to approve the revised Community Room Use Policy. Motion carried, 5-0.

Job Description

Motion by Johnson and second by Free to approve the revised job description for Library Assistant with recommended correction. Motion carried, 5-0.

Director's Report

Director Foxenberg expressed an interest to resume Tuesday Tails effective March 2 with a pre-registration. Modifications to activities will also be provided to allow for social distancing. Director Foxenberg noted that the library continues to follow CDC, DHS, and county COVID protocols. Will likely end around May 2. It was also noted that the Easter Egg Hunt will be held on April 16th at 10:30AM in conjunction with Shiocton Police Department at Lake Park. Director Foxenberg also noted the Post Crescent was shifted to the e-edition. The OWLS board is moving and sharing office furniture and cubicle partitions. Trustee Kroncke and Director Foxenberg will be using the cubicle partitions to create a new wall so as to create more storage area, which would afford a new look to the community room. Director Foxenberg will connect with Mrs. Marie Dieck to gather up the items from the Auxiliary that are still in the Community Report.

Board Comments

Trustee Free complimented Director Foxenberg on the completion of the Annual Report.

Next Meeting

Set the next meeting date and time as March 17, 2022 at 2:00PM.

Adjourn

The meeting was adjourned by Trustee Free at 3:13PM.