

**Shiocton Public Library
Board of Directors Meeting
January 27, 2022**

Call to Order

The meeting was called to order by Trustee Free at 2:01PM

Pledge

Trustee Free led the Pledge.

Roll Call

Trustees present: Tammy Free, Karen Kronke, LuAnn Johnson, and Nichole Schweitzer. Also in attendance: Shay Foxenberg, Director. Trustee Nancy Brownson is recorded as excused

Meeting Agenda

Motion by Johnson, second by Kronke to approve the January 27, 2022 meeting agenda. Motion carried, 4-0.

Meeting Minutes

Motion by Free, second by Johnson to approve the November 18, 2021 meeting minutes as presented. Motion carried, 4-0.

Financial Reports and Bills

Discussion was held regarding Post Crescent subscription in print form. Director Foxenberg will explore an online only subscription that should save money at only \$99/year; there is a tablet that patrons would be able to access the newspaper.

Motion by Schweitzer, second by Kronke to approve the November and December 2021 Financial Reports and Bills. Motion carried, 4-0.

End of Year Financials

Director Foxenberg reviewed end-of-year financials for the Fiscal Year 2021 that ended December 31, 2021. According to the Director's spreadsheet, total expenses for the year were \$68,780.17 and total revenues were \$70,381.39, which results in a surplus of \$1,601.22. Director Foxenberg will verify these amounts, including the total expenses related to personnel (Account #100 - 104), with Ms. Sweeney at the Village. Trustee Schweitzer suggested that the remaining dollars be added to the set-aside for now and look to potentially use the funds once the Village's audit has been completed.

Motion by Schweitzer, second by Free to table action on the End of Year Financials for 2021 pending Director Foxenberg's consultation with the Village. Motion carried, 4-0.

Public Comment

No public comment.

Policy

Director Foxenberg reviewed a draft of the revised policy regarding Shiocton Public Library Meeting Room Policy. Additionally, Director Foxenberg would like to change the name of the policy to: Shiocton Public Library Community Room Policy. These changes need to be reflected throughout the policy yet.

Motion by Schweitzer, second by Free to table the Shiocton Public Library Meeting Room Policy.
Motion carried, 4-0.

Job Description

Director Foxenberg reviewed a draft of the Job Requirements: Library Assistant. Discussion was held regarding the information in the document.

Motion by Schweitzer, second by Free to table the Job Requirements: Library Assistant. Motion carried, 4-0.

Director's Report

Director Foxenberg exploring the possibility of returning to story time in March. Much of the decision will be based on the status of the COVID-19 virus in the community and staffing levels at the library. Also discussed summer programming: Ocean of Possibilities. DPI grants of \$3,000 were provided to all libraries with a comprehensive list of allowable expenditures. Director Foxenberg suggested using the funds to purchase three tables for the community room and a display shelf for magazines. Also discussed changes taking place with OWLS and with the OWLSNET policies. Thank you to Shiocton DPW for help with the sink, lights, door, and parking.

Board Comments

None.

Next Meeting

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

Adjourn

The meeting was adjourned by Trustee Free at 3:14PM.