

**Shiocton Public Library
Board of Directors Meeting
September 15, 2022**

Call to Order

The meeting was called to order by Trustee Brownson at 2:00PM

Pledge

Trustee Brownson led the Pledge.

Roll Call

Trustees present: Tammy Free, Nancy Brownson, Karen Kronke, and Nichole Schweitzer. Also in attendance: Shay Foxenberg, Director, and Diane Johnson, public. Excused absent: LouAnn Johnson

Meeting Agenda

Motion by Free, second by Brownson to approve the September 15, 2022 meeting agenda. Motion carried, 4-0.

Meeting Minutes

Motion by Free, second by Brownson to approve the August 11, 2022 meeting minutes as amended. Motion carried, 4-0.

Financial Reports and Bills - July

Director Shay reviewed the financial reports including an outstanding receipt from a purchase at Meijer and the accounting for the reading loft, as well as the possibility of need for funds from the set-aside account to put towards the purchase of the computer. Trustee Free noted that we are approximately 75% of the way through the year and approximately 78% of the budget has been spent.

Motion by Kronke, second by Free to approve the August 2022 Financial Report and Bills as presented. Motion carried, 4-0.

Public Comments (*discussed before Financial Reports*)

Diane Johnson, former Shiocton Public Library Director, was present and expressed her interest in possibly rejoining the library system. She also commented how much she is enjoying using the library.

Public Survey Regarding Open Hours

Director Foxenberg shared a draft of the survey that will be available in both paper and on-line formats. Discussed possibly having bookmarks or magnets with the Library's open hours. Director Foxenberg expressed concern that spending money on staff to have the library open could be better spent on library materials; she reviewed funds spent in 2012 on library materials (approximately \$10,000) to last year (approximately \$6,000). The survey will go out by Monday, September 19 and close on Monday, October 17. Data from the survey will be reviewed at the October meeting.

Trustee Schweitzer motioned, Trustee Johnson second the motion to approve the survey presented with the addition of: the library logo, date the survey closes, and Director's name. Motion carried. 4-0

CLOSED SESSION: Staff Performance and Compensation

Director Foxenberg discussed the proposed salary increases for 2023 as presented (see handout). Discussed inflation rate as of now is 8%. Discussed the potential need to differentiate in pay between those who are library aides and those who are library aides w/cataloging responsibilities. Trustee Schweitzer suggested that

Director Foxenberg work up more details related to salaries w/a \$0.25 - %0.50/hour wage increase for library aides' pay and \$0.50 - \$0.70/hour wage increase for the director, including a comparison to this year's wages. Trustee Schweitzer also asked to see a breakdown of hours, Monday – Friday, and which employee is working those hours. Reviewed observation and evaluation document to be used with library aides; Director Foxenberg will make recommended changes before utilizing with staff. Director Foxenberg will bring one documented observation for each employee to the October meeting. Director Foxenberg will bring examples of Library Director evaluation forms used by colleagues and/or available from OWLS.

Motion by Free, second by Kronke to adjourn closed session. Motion carried. 4-0.

Reconvene Public Meeting and Take Action

Motion by Free, motion by Brownson to utilize the Library Aide observation and evaluation form as presented with recommended changes. Motion carried. 4-0

Director's Report

Director Foxenberg discussed the declining participation in Summer Reading program, as only eight students completed all of the independent reading despite 37 signing up. Discussion was held regarding the possibility of reducing the number of days of summer programming for school age kids next year. Also heard about fall programming and the move of the reading loft. Using her vacuum cleaner from home for now; waiting on Black Friday sales.

Board Comments

none

Next Meeting

Director Foxenberg will be on vacation September 28 – October 11. Set the next meeting date and time as October 13, 2022 at 2:00PM. Also set October 26 at 2:00PM for second meeting that month for budget purposes.

Adjourn

The meeting was adjourned at 3:25PM.