

Board of Trustees Meeting

Wednesday November 15, 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 made by all present.
3. Roll Call: Tammy Free, Karen Kroncke, LouAnn Johnson, Nichole Schweitzer, Vicky Wagner, and Library Director, Michaela Woodward
4. Approval of Meeting Minutes from October 10, 2023
 - a. Minutes to be amended to show Library Director, Michaela Woodward's name in the roll call as present.
 - i. Motion to approve the minutes as amended was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion passed unanimously.
5. Approval of October Financial Reports and Bills
 - a. Motion to approve was made by Nichole Schweitzer and seconded by Vicky Wagner. Motion passed unanimously.
6. Public Comment
7. Director's Report
 - Programming
 - Not a lot of Story Time attendance. Going to drop to 1 program a month until Spring.
 - Trick-or-Treat: Huge turnout -
 - Gave out books, pencils, and treats. Ran out at about 40-45 minutes.
 - 100+ kids
 - 4k Backpack program
 - 20+ card sign-ups

Stats

- Up in both Check-outs and Door Count from last October

Policies and Meeting Minutes

- Meeting Minutes should be up-to-date and posted on the website.
- Looked through the policies. Updated Collection Development and Material Reconsideration Policies/Form
- Not a lot of other policies updated in the past 3 years. There were a lot of COVID-19 related policies.

- ACTION: Nichole will work with Michaela to provide her with the latest verbiage to replace COVID-19 with terminology that is all encompassing of any future health crisis situations.
- Revise Financial Management Policy next?
 - ACTION: Michaela will draft a revision and bring that to the next board meeting.
 - ACTION: Michaela will begin the process of having library policies posted on the web site.

8. Library Board Comments

- a. The bank account signature card has been replaced with current signatories, Tammy Free and Michaela Woodward.
- b. Christmas Eve Holiday - Michaela will have a half day off Friday, 12/22. If no other employee wants to work, the library will close.
- c. Easter egg hunt planning discussion to be part of January's agenda.

9. Next Meeting Date – Wednesday, December 13 at 2 pm.

10. Adjournment @ 2:32 pm.