

Board of Trustees Meeting

Tuesday October 10, 2023, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order made by Board President, Tammy Free at 2 pm
2. Pledge of Allegiance made by all present.
3. Roll Call:
Tammy Free, Karen Kroncke, Nichole Schweitzer, Vicky Wagner, Library Director -
Michaela Woodward
Excused: LouAnn Johnson
4. Approval of Meeting Minutes from September 12, 2023
 - a. Motion to approve the minutes as presented was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion passed unanimously.
5. Approval of Meeting Minutes from September 19, 2023, Special Meeting
 - a. Motion to approve the minutes as presented was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion passed unanimously.
6. Approval of September Financial Reports and Bills
 - a. Motion to approve the September financial reports and bills as presented was made by Vicky Wagner and seconded by Tammy Free. Motion passed unanimously.
7. Approval of 2024 Budget
 - a. It was discussed and agreed that Account 402-Other Programming be reduced to \$300 and Account 902-Copies/Fines also be reduced to \$300.
 - i. A motion to approve the 2024 Budget as amended was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion passed unanimously.
8. Approval of 2024 Calendar
 - a. The 2024 library calendar was reviewed and motion to approve the calendar as presented was made by Nichole Schweitzer and seconded by Tammy Free. Motion passed unanimously.
9. Public Comment
10. Director's Report:
Housekeeping
 - The new Director's computer will be installed this Friday, 10/13.
 - Bootcamp – Focused on how to respond to book challenges, staff management, and policies.
 - o Will bring policies for revision based on feedback and ideas.

- It was noted that the policy manual brought to this meeting had not been updated with recently approved changes and revisions.
 - ACTION: The Board asked that Michaela go back through the Board meeting minutes beginning with January 2020 to see what policies have been addressed, revised, and approved.
- ADD: The library has a new web site.

Programming

- Library Card Sign-Up Month Bingo
 - Not a lot of participation, but those who did participate were really excited about the gift card as the prize - will work well in the future.
 - Kim is working on scanning library cards instead of using tickets for future drawings.
- Story Time
 - Not great attendance. Two sessions so far, two more planned. If continued low participation, will drop to once a month and do a bigger program, i.e., story time, crafts, etc.
- Starting up an Instagram account to hopefully engage and draw in younger patrons.
 - Would like to start up programs in the winter geared towards college prep for high schoolers and/or study time for middle school and up.

Statistics

- The number of library cards with Shiocton as Home Agency is up to 809 in the third quarter compared to 784 in the second quarter.

Discussion of bi-lingual section development.

- Reached out to school contacts with an information sheet.
- Putting together a flyer to be posted at the school and other bulletin boards in the community.

11. Library Board Comments

- a. New Circulation Desk – Tammy Free suggested that the Board set a dollar limit for this expense which would also allow Michaela to make the purchase without having to make another request of the Board.
 - i. MOTION: Vicky Wagner moved that Michaela be authorized to spend up to \$1,000 in the procurement of a new circulation desk. Tammy Free seconded the motion. Motion passed unanimously.

12. Next Meeting Date – Wednesday, November 15, 2023.

13. Adjournment was called at 3:00 pm.