Board of Trustees Meeting

Thursday January 11, 2024, 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 and led by Tammy Free
3. Roll Call: Tammy Free, Karen Kroncke, Vicky Wagner, and Library Director, Michaela Woodward
   1. Absent: LouAnn Johnson
   2. Excused: Nichole Schweitzer
4. Approval of Meeting Minutes from November 15, 2023 – Motion to approve minutes as presented was made by Karen Kroncke and seconded by Vicky Wagner. Motion passed unanimously.
5. Approval of November Financial Reports and Bills – Motion to approve November financial reports and bills as presented was made by Karen Kroncke and seconded by Vicky Wagner.

Motion passed unanimously.

1. Approval of December Financial Reports and Bills – Motion to approve December financial reports and bills as presented was made by Vicky Wagner and seconded by Karen Kroncke. Motion passed unanimously.
2. Approval of Revised 2024 Budget – Motion to approve the revised 2024 budget was made by Vicky Wagner and seconded by Tammy Free. Motion passed unanimously.
3. Discussion and potential action regarding the updated Financial Management Policy – Changes to the policy were discussed and agreed upon. Motion to approve the revised Financial Management Policy was made by Tammy Free and seconded by Karen Kroncke. Motion passed unanimously.
4. Public Comment
5. Director’s Report

Miscellaneous

* Library Legislative Day at the capital – February 6th
  + Registration is now open - $45.00 for board members and library staff. Register by January 12th.
* Penguin Random House & Association for Rural and Small Libraries Grant
  + Applied for the in-kind donation of $1,000 to support collection development.
    - Will be notified in March if funding is received.
* We got a desk. Hooray!
  + Hoping to get it set up 1/19-1/22. Pick up next Saturday, 1/20.
* Hoot Con on March 12th – Would like to close the library so staff can attend training.

Programming

* 1 Storytime in November: 1 Adult 1 Child attended.
* Storytime at the Daycare in the school in December
* Makerspace week with winter themed crafts – okay turn out.
* January: gift card drawing for social media followers.

Stats

* November - Huge month for check-outs, closer to summer numbers than winter numbers
* December/EOY – Circulation and Door Count numbers higher than 2022. Hooray!

Policies

* All the policies that I have a digital copy of are posted on the website. I will continue to work on policies that need to be updated, though if the board has suggestions on what they would like revised, those will take priority.

1. Discuss planning for Easter Egg Hunt 2024
   1. Date set Saturday, March 23 from 10 a.m-Noon.
      1. AGREED:
         1. The event will be held inside the pavilion at Lake Park without an egg hunt.
         2. Registration will be done online and capped at 150.
   2. Baskets: Will do as a bucket raffle – must be present to win.
   3. Goodie bags will be given out. Crafts, Easter Bunny, and picture taking will be on site.
   4. Donations – Local businesses will be approached for donations.
      1. ACTION: Board members will bring their ideas for renaming the event.
   5. Games
      1. Inventory what we have at the library.
2. Library Board Comments:
   1. Vicky Wagner commented on the reorganization and cleanliness of the common room and asked that Michaela let the librarians know that their efforts are appreciated.
   2. Vicky Wagner talked about some ideas for further use of the library by the community. She will reach out to the Families In Need group to see if there is any way they could use the facility or assistance from the library.
3. Next Meeting Date – Wednesday, February 21, 2024
4. Adjournment – Meeting adjourned at 3:23 pm.