

Board of Trustees Meeting

Wednesday, April 10, 2024, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order was made at 2 pm by President, Tammy Free
2. Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
 - a. Present: Tammy Free, Karen Kroncke, LouAnn Johnson, Vicky Wagner and Nichole Schweitzer. Also present, Library Director, Michaela Woodward
4. Approval of Meeting Minutes from March 14, 2023 – Motion to approve by Karen Kroncke, seconded by LouAnn Johnson. Motion passed unanimously.
5. Approval of March Financial Reports and Bills – Motion to approved by LouAnn Johnson, seconded by Karen Kroncke. Motion passed unanimously.
6. Discuss and Take Action on Play Structure – Motion to sell the structure was made by Vicky Wagner and seconded by Nichole Schweitzer. Motion passed unanimously.
 - a. LouAnn Johnson volunteered to handle posting the sale on line.
7. Public Comment
8. Director's Report

Programming

- Easter Eggstravaganza: cold but ok turn out.
- Storytime has been slow
- Book Fiesta collab with school library – April 30th
- SLP:
 - o Bookmarks reading time
 - o Extra challenges in brochure
 - o Adventure map – a few local businesses participating, mostly landmarks
 - Every activity earns an entry ticket for prize drawings

Policies

- Next month going to bring the bylaws to discuss revisions. Have not been updated since 2012
 - o ACTION: Michaela will do research into the bylaws for like-sized libraries and bring her suggestions to the next meeting.
- Next month – discuss adopting the Wisconsin Historical Society's Record Retention Policy. Otherwise, technically all records must be kept unless disposal is approved by the WHS, which would just follow their policy guidelines anyway.
 - o ACTION: Michaela will provide the board members with a copy of this policy for their review and consideration at the next meeting.

Miscellaneous

- We received the Penguin Random House Small & Rural Libraries Grant which is \$500 worth of books to develop the Spanish/bilingual section.

- The fridge in the community room is dying – the freezer doesn't work.
 - o ACTION: Michaela will investigate the cost of replacing it.
- Weeding is done – finished everything in during the winter. Should be less of a project going forward. we'll continue with the book sale and possibly look into other donation options (nursing homes, etc.) for the overflow books.

Stats

- Up from last year. Yay!
- Our hold ratio is really great – we send out twice as many books as we receive, so that means that our patrons can usually find what they want in the library and our collection is valuable to the whole library system. When I started it was at 1.24 and in March it was 2.08, 1.87 YTD.
- Hold Ratio – resource sharing. Sent out 2.08.

9. Library Board Comments

10. Next Meeting Date – May 14 @ 2:00 pm

11. Adjournment – 2:52 pm