

Board of Trustees Meeting

Tuesday, May 14, 2024, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order at 2 pm by President Tammy Free
2. Pledge of Allegiance recited by all present
3. Roll Call: Tammy Free, Karen Kroncke, LouAnn Johnson, Nichole Schweitzer, Vicky Wagner, and Library Director, Michaela Woodward
Also Present: Kim Dewindt, Peter Gilbert and Bradley Shipps
4. Introduction of Bradley Shipps, Director of OWLS (Outagamie Waupaca Library System).
 - a. Bradley introduced Peter Gilbert, a OWLS Board Trustee.
5. Approval of Meeting Minutes from April 10, 2024
 - a. Motion to approve was made Nichole Schweitzer and seconded by LouAnn Johnson. Motion carried.
6. Approval of April Financial Reports and Bills
 - a. Motion to approve was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion carried.
7. Discussion and Possible Action on adopting the Wisconsin Historical Society's Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems.
 - a. Motion to adopt the Wisconsin Historical Society's Record Retention Schedule as retention guidelines for the Shiocton Public Library was made by Nichole Schweitzer and seconded by Karen Kroncke. Motion carried.
8. Discussion and Possible Action on Library Board Composition
 - a. Bradley Shipps presented a briefing on board appointments and composition for Wisconsin Public Libraries based on state statute 43.54.
 - b. Currently, the Shiocton Library Board of Trustees is out of compliance based on composition of residents to non-residents.
 - i. ACTION: Karen Kroncke has voluntarily stepped down which brings the Board into compliance.
9. Discuss Possible Revisions to Library Board Bylaws
 - a. Copies of the current bylaws were provided to the Board along with copies of several comparable, local libraries for comparison.
 - b. ACTION: Trustees are to review the information provided for further discussion as well as their suggested revisions to the current bylaws for possible action at the June meeting.
 - c. ACTION: Michaela will provide the link to Chapter 3 of the Trustee Essentials Handbook which provides example bylaws.
10. Election of Library Board Officers –
 - a. ACTION: This item is tabled until the board transitions occur (June meeting).
11. Public Comment

12. Director's Report –

Programming

- Book Fiesta collab with school library – April 30th
 - o Good turnout and participants enjoyed it – about 20 families and 60 people.
- SLP: May 31st – August 16th
 - o All events are up on the website and Facebook.
 - o I will be going to the school next week to talk to the elementary and middle school students about the SLP and do a presentation on the book club selections for middle and high school.
 - o All of our printed materials are ready.
 - o Thanks to Karen for helping with the prizes.

Policies

- I may bring the public services policy and printing fees for revision at the next meeting. It seems like exceptions have been made in the past for certain printing costs, but the lack of a consistent policy has patrons taking advantage of this.

Stats

- So far, we have surpassed the number of checkouts every month compared to last year. Door count is still down, but hopefully it picks up in the summer.

13. Library Board Comments –

- a. Tammy Free expressed her and the Board's considerable appreciation of Karen Kroncke's years of service and her willingness to continue in a volunteer capacity.

14. Next Meeting Date – Tuesday, June 18 @ 2 pm.

15. Adjournment – The meeting was adjourned at 3 pm.