

Board of Trustees Meeting Minutes

Tuesday, August 20th, 2024, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order by President Tammy Free at 2 pm.
2. Pledge of Allegiance to the Flag recited by all present.
3. Roll Call: Tammy Free, Judy Shafel, Vicky Wagner, and Library Director, Michaela Woodward
Absent: Nichole Schweitzer
Excused: LouAnn Johnson
Guests: Karen Kroncke, John DeWindt, Kim DeWindt
4. Approval of Meeting Minutes from July 16, 2024 – Motion to approve was made by Tammy Free, seconded by Judy Shafel. Motion passed unanimously.
5. Approval of July Financial Reports and Bills – Motion to approve was made by Vicky Wagner, seconded by Judy Shafel. Motion passed unanimously.
6. Discussion and Take Action on Revising Library Hours
 - a. Revised hours would take effect September 3rd.
 - b. Motion to approve was made by Judy Shafel, seconded by Vicky Wagner. Motion passed unanimously.
7. Discussion and Take Action on Opening Saturday, September 21st.
 - a. The village Fall Fest will be held at the fire hall next door.
 - b. ACTION: The board agreed a motion was not necessary. The library will participate and be open that day from 10 am - 3 pm.
8. Public Comment – John DeWindt expressed his appreciation, and asked that the Library Board do so as well, to Michaela Woodward for the increased library activity and improvements that have been seen since Michaela was hired as the Library Director. All agreed and offered a round of applause.
9. Director's Report

Current Hours

Monday: 10:30-5:30
Tuesday: 10:30-5:30
Wednesday: 10:30-5:30
Thursday: 12:00-5:00
Friday: 12:00-5:00

Total Open: 31hrs

Revised Hours

Monday: 10:00-6:00

Tuesday: 10:00-5:00

Wednesday: 10:00-5:00

Thursday: 10:00-5:00

Friday: 10:00-5:00

Total Open: 36hrs

Michaela +2 desk hours

Programming

- SLP
 - o 96 kids and 21 adults participated.
 - o The bookmarks and map worked really well. The prizes were great incentives.
 - o 21 total programs and 87 attendees
- Fall programming:
 - o History Open House during Homecoming week: lots of interest already
 - o September is library card signup month.
 - Possibly do an event or incentive to sign up during Fall Fest
 - o Book Club will be ongoing through Fall.

Miscellaneous

- Sorting through old patron registrations and deleting inactive accounts to get a more accurate number.

Stats

- Down for checkouts, up for door count. Still in good shape for this year.

10. Library Board Comments – Tammy Free expressed the Board’s appreciation for all our Volunteers and their selfless support of the library, its facilities, and its programs.

Michaela Woodward presented each volunteer with a gift card.

Karen Kroncke – Long time Board member, facilities assistance, and leader of the Easter event.

John DeWindt – Facilities assistance and all other tasks as needed.

Karly Childs – Summer reading program

Sophia Wagner – Summer crafts program

11. Next Meeting Date – Tuesday, September 17 at 2 pm.

12. Adjournment – 2:25 pm