

Board of Trustees Meeting Minutes

Tuesday, September 9, 2025, at 2:00 pm
Shiocton Public Library Board
Outagamie County



1. Call to Order was made by President Tammy Free at 2 pm.
2. Pledge of Allegiance to the Flag was made by all present.
3. Roll Call: Tammy Free, Cherie Johnson, Judy Shafel, Vicky Wagner, and Library Director, Michaela Woodward.
 - a. Excused: Garrett Zimmerman
4. Approval of Meeting Minutes of August 12, 2025
 - a. Motion to approve was made by Judy Shafel, seconded by Cherie Johnson. Motion passed unanimously.
5. Approval of August 2025 Financial Reports and Bills
 - a. Motion to approve was made by Vicky Wagner, seconded by Tammy Free. Motion passed unanimously.
6. Take Action on Revised Circulation Policy
 - a. Motion to approve was made by Vicky Wagner, seconded by Tammy Free. Motion passed unanimously.
7. Approve 2026 Calendar of Closed Dates
 - a. Motion to approve was made by Cherie Johnson, seconded by Judy Shafel. Motion passed unanimously.
8. Public Comment

9. Director's Report

Programming

- Summer
 - o *Logged over 700 hours read.*
 - o *20 programs with 341 attendees*
 - o *Infosoup Roadtrip*
 - *49 visitors, less than last year but many complementary repeat visitors*
- September
 - o *Library Card Signup Month*
 - *Drawings for new and renewing cardholders*
 - *Programs for info on Libby and other online resources*
 - *September 20th – open for Fall Fest*
- Programming Grant
 - o *\$300 left, I was planning to use it for books for the 4k backpack program and Halloween.*

Miscellaneous

- *Demos for possible new ILS models in September, online and at APL*
- *IMLS funding is in the federal budget, which will be voted on at the end of the month.*

Stats

- *Checkouts slightly up and door count way up from last year*

10. Roll Call Vote to adjourn into CLOSED SESSION Regarding Staff

- a. Vote was unanimous.

11. Motion to Reconvene Public Meeting

- a. Motion to reconvene was made by Vicky Wagner, seconded by Judy Shafel.
Motion passed unanimously.

12. Take Action on Staff Wages for 2026

- a. Vicky Wagner made a motion that the Library Director be awarded \$2.50 per hour raise and the remaining library staff receive a \$2.00 per hour raise.
 - i. Vote passed 3-1.

13. Library Board Comments

14. Next Meeting Date – Tuesday, October 14, 2025, at 2 pm.

15. Adjournment was called at 2:57 pm.