

Board of Trustees Meeting Minutes
Tuesday, November 11, 2025, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order was made by Tammy Free at 2 pm.
2. Pledge of Allegiance was made by all present.
3. Roll Call:
 - a. Present: Tammy Free, Cherie Johnson, Judy Shafel, Vicky Wagner, Garrett Zimmerman, and Library Director, Michaela Woodward
4. Approval of Meeting Minutes from October 14, 2025.
 - a. Motion to approve the minutes as presented was made by Garrett Zimmerman, seconded by Cherie Johnson. Motion passed unanimously.
5. Approval of October 2025 Financial Reports and Bills
 - a. Judy Shafel moved to approve the report and bills as presented, seconded by Vicky Wagner. Motion passed unanimously.
6. Review and Discuss Emergency Policies
 - a. Action: Policy will be revised to add verbiage mandating an annual review of the emergency procedures by the library staff.
 - b. Action: An emergency radio is listed in the policy. Michaela will purchase one.
 - c. Action: Tammy to take the policy to the Shiocton police chief for review and input.
7. Review and Discuss Employee Attendance Policy
 - a. Action: Adoption date, if available, and a Revision date notation will be added.
 - b. Action: Add "calendar" under Item IV., Points, bullet 4 to define year.
 - c. Motion was made to accept the revised policy with the aforementioned changes by Gerritt Zimmerman and seconded by Vicky Wagner. Motion passed unanimously.
8. Public Comment

9. Director's Report

Programming

- Book Club planned through the end of the year

Miscellaneous

- ILS search update
- Budget revisions
 - The town board cut an additional \$2,000 from the library budget previously approved by this Board.

Stats

- Similar in door count to last year, but at this point we have surpassed last year's total. Over 1,000 checkouts!

10. Library Board Comments

11. Next Meeting Dates – December 9, 2025, and January 13, 2026, at 2 pm.

12. Adjournment at 2:30 pm.