

Board of Directors Meeting Minutes

Tuesday, February 10, 2026, at 2:00pm
Shiocton Public Library Board
Outagamie County



1. Call to Order was made by President Tammy Free at 2 pm
2. Pledge of Allegiance was made by all present.
3. Roll Call:
 - a. Present – Tammy Free, Cherie Johnson, Vicky Wagner, Gerritt Zimmerman, and Library Director Michaela Woodward
 - b. Excused – Judy Shafel
 - c. Guest – Heather Shepherd
4. Approval of Meeting Minutes of January 6, 2026
 - a. Motion to approve was made by Vicky Wagner seconded by Cherie Johnson. Motion carried.
5. Approval of January 2026 Financial Reports and Bills
 - a. Motion to approve was made by Gerritt Zimmerman seconded by Tammy Free. Motion carried.
6. Take Action to Approve the Wisconsin State Department of Public Instruction Annual Report
 - a. Motion to approve was made by Gerritt Zimmerman seconded by Vicky Wagner. Motion carried.
7. Review of Food and Drink Policy
 - a. ACTION: Michaela will add verbiage to bullet 5 to clarify that the patron may be billed for the damaged item. Revised policy will be brought to the March 10 meeting for approval.
8. Public Comment
9. Director's Report
 - Programming
 - Easter Program – goal to have marketing and sign up posted a month before the program.
 - Starting to plan summer programming
 - Miscellaneous
 - Hootcon March 6 – Dian planning to attend.
 - New Large Print shelves were ordered – should be delivered end of March.
 - Stats
 - Similar to last year

10. Easter Program Planning

- a. Event date: Saturday, March 28, 10-Noon
- b. Tammy is providing cookies, and Karen Kroncke is assembling the baskets. Goodie bags will be assembled and handed out, also.
- c. Registration – Cap for total attendees is set at 100.
- d. Vicky will approach various businesses for donations.

11. Library Board Comments

- a. Vicky Wagner brought forth some discrepancies in the Financial Management Policy and the Board Bylaws
 - i. ACTION: Changes as discussed will be made to both documents. Approval of the changes will be added to the March 10 agenda.

12. Next Meeting Dates – Tuesday, March 10 and Tuesday, April 14, both at 2 pm.

13. Adjournment called at 2:49 pm.