

Board of Trustees Meeting Minutes  
Tuesday, January 6, 2026, at 2:00pm  
Shiocton Public Library Board  
Outagamie County



1. Call to Order was made by Tammy Free at 2:01pm.
2. Pledge of Allegiance was made by all present.
3. Roll Call
  - a. Present: Tammy Free, Cherie Johnson, Judy Shafel, Michaela Woodward
  - b. Absent: Vicky Wagner, Garrett Zimmerman
4. Approval of Meeting Minutes from December 8, 2025
  - a. Motion to approve the minutes as presented was made by Judy Shafel, seconded by Cherie Johnson. Motion passed unanimously.
5. Approval of December 2025 Financial Reports and Bills
  - a. Motion to approve the reports and bills as presented was made by Tammy Free, seconded by Cherie Johnson. Motion passed unanimously.
  - b. The Library Board gave the Director permission to purchase 4 shelves from Demco for the large print section at approximately \$700 per shelf and \$200 for shipping for a total of approximately \$3000 with the funds to come out of the library's set-aside account.
6. Review Fax Machine Policy
  - a. Motion to approve the revisions to the Fax Machine Policy was made by Judy Shafel, seconded by Tammy Free. Motion passed unanimously.
7. Review Financial Management Policy

- a. Motion to approve the revisions to the Financial Management Policy was made by Cherie Johnson, seconded by Judy Shafel. Motion passed unanimously.
8. Public Comment
  - a. No public.
9. Director's Report
  - Miscellaneous
    - Staff absences
      - o OWLS sub program
  - Stats
    - All up from last year!
10. Set Date for Easter Program
  - a. Date: Saturday, March 28<sup>th</sup> from 10-12. Tentatively scheduled for the Lake Park Pavilion. The Director will look into availability of the school facilities.
11. Library Board Comments
12. Next Meeting Date
  - a. Tuesday, February 10 @ 2pm
13. Adjournment
  - a. Meeting adjourned at 2:40.