

Winneconne Public Library Board of Trustees
Meeting Minutes
Monday August 15th, 2022

Meeting called to order by Library Board Vice President Tom Snider at 4:32pm

The meeting was held in person inside of the Village of Winneconne Municipal Center.

Roll Call

Members Present in person:

Tom Snider, Gary Witzke(late), Mary Brefeld, Colleen Kutchin and Stephanie Bongert

Absent: Jeff Jensen(excused)-Attempted Zoom-bad connection. Dana Jerabek

Also Present in Person: Amanda O'Neal

Public Participation : none

Consent Agenda

Motion by Brefeld to approve the Consent Agenda Minutes

Second: Kutchin

Vote: Bongert-yes

Brefeld-yes

Kutchin-yes

Snider-yes

Motion carried.

Director Report:

Amanda discussed the decrease in traffic as summer comes to an end. Staff member Melia Glubka has started the large task of taking inventory of the entire library collection. This process not only helps in circulation and cleaning of the collection, but it also helps find missing and or lost items and finding any errors in cataloging. Amanda also discussed the upcoming changes in scheduling with Mara and Melia both returning to school. An original draft for a potential fall schedule had been drafted but Kelly Arens submitted her 1 week notice shortly after the draft was made. Amanda informed the board that they would start the hiring process right away to replace Kelly Arens.

Amanda informed the board of the many fall programs coming up. Adult Book Clubs will continue, and the staff have a large Dino Fest coming in October.

Amanda briefly touched on an update from the county concerning budget numbers. She will have more information soon.

Budget 2023

The 2023 budget is underway, but more information is needed from the county to continue planning. Chances are we will need to call a budget planning meeting before the next board meeting to get the draft ready to be submitted to the Village Board before September 1st per the Village Ordinances.

Discuss Management of Incoming Invoices

Amanda had received an email from the treasurer of the Village that moving forward Department Heads needed to have all invoices switched over to come to her. As the library is separated and managed away from the Village, the board agreed that Amanda would not be able to continue to reconcile the budget as she does now or be able to track spending with automatic shipments if the invoices did not come from her. Amanda also informed the board that the treasurer and herself had discussed that the library was not an issue as Amanda routinely brings invoices down as she receives them.

Fall and Winter Meeting Times

The board agreed to move the start time of Library Board Meetings back to 5:30 now that summer is coming to an end.

The Next Library Board meeting is planned for Monday September 19th, 5:30pm. An additional Budget Planning Meeting may be scheduled before that time.

Items for the Next Meeting:

Continue Budget Process 2023

The meeting was adjourned at 5:30pm by Library Board Vice President Tom Snider.