

**Winneconne Public Library Board of Trustees
Meeting Minutes
Monday May 8th, 2023**

Meeting called to order by Library Board President Jeff Jensen at 5:28pm

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

Roll Call

Members Present in person: Jeff Jensen, Tom Snider, Natalie Pingel, Colleen Kutchin and
Stephanie Bongert

Absent: Gary Witzke(excused).

Hold Election for Library Board Officers: President and Vice President

Motion by Snider to appoint Jeff Jensen as President. Motion to appoint Colleen Kutchin and Tom Snider as Vice-President with the stipulation Snider will mentor Kutchin in the position over the next year.

Second: Jerabek
Vote: Bongert-yes
Jerabek-yes
Kutchin-yes
Pingel-yes
Snider-yes
Jensen-yes

Motion carried.

Adopt Robert's Rules of Order-12th Edition.

Motion by Snider to adopt Robert's Rules of Order

Second: Bongert
Vote: Bongert-yes
Jerabek-yes
Kutchin-yes
Pingel-yes
Snider-yes
Jensen-yes

Motion carried.

Consent Agenda

Motion by Snider to approve the Consent Agenda Minutes

Second: Bongert

Vote: **Bongert-yes**
 Jerabek-yes
 Kutchin-yes
 Pingel-yes
 Snider-yes
 Jensen-yes

Motion carried.

Director Report:

Amanda updated the board on the many meetings that were held in the month of April. Amanda attended the LAC in Menasha where budget numbers for 2024 were discussed for Winnebago County libraries. She also attended the WTECH meeting at Oshkosh Library to discuss new things happening with the Winnefox app and the potential SirsiDynix to add a self-checkout feature in the app. This will not be happening until late fall or early winter at the earliest.

Amanda also explained that DPI will now be tracking reference transactions and the number of people using computers in the library daily, not just actual foot traffic.

Amanda informed the board of the success of Barbie vs. Batman event as well as the fun they had hosting their second birthday party after hours on a Saturday. Amanda explained that going forward, she is hopeful that the Friends group will be able to offer birthday packages.

Old Business

TABLED- Discuss and Approve Updates and Additions to the Open Library Hours in the Winneconne Library Handbook.

Enter Closed Session per WI State Statutes Section 19.85(1)(c) to discuss the Annual Performance Review of the Library Director at 5:59pm

Motion by Snider to Enter Closed Session

Second: **Kutchin**
Vote: **Bongert-yes**
 Jerabek-yes
 Kutchin-yes
 Pingel-yes
 Snider-yes
 Jensen-yes

Motion carried.

Re-Enter Open Session

Motion by Kutchin to Re-Enter Open Session

Second: **Pingel**

Vote: **Bongert-yes**
 Jerabek-yes
 Kutchin-yes
 Pingel-yes
 Snider-yes
 Jensen-yes

Motion carried.

Discuss Action Plan for Time Director is on Vacation

Amanda asked the board to allow a shut down to curbside service only in the case that either Kelly Nelson or Linda Tipler are not able to work during the time she on vacation from May 11th-May 23rd. This is the worst case scenario; Kelly Nelson will be in charge while Amanda is away and can make the call to Jensen or Snider if need be.

Discuss Grant Opportunities and Gallery Reorganization

Amanda explained her vision to take on the remaking of the Gallery into a “Lounge” for the community’s teens and tweens. The Winneconne Library was nominated for the Winneconne Thrift & Gift grant of \$1080 and Amanda applied for it with the intent to purchase furniture and other materials to makeover the space. Amanda explained that she had emailed the Village Board for consideration, and that the room would also be able to be used by other groups as well as meeting and event space. Updates will be given as Amanda receives information from the Village.

Board members Bongert and Jerabek suggested using local schools’ artwork to decorate the walls in the Gallery/Lounge to showcase local talent instead of spending money at wall décor. It was agreed across the board. Pingel suggested end tables/coffee tables for groups meeting as well as updated lighting.

Amanda also received a nomination for another grant Rob.See.Co. For this grant, Amanda wishes to write it for a large scale scanner to scan local newspapers, yearbooks and more. Amanda has received permission from The Winneconne News to scan and digitize the collection of newspapers and will work with Winnefox staff to add them to the collection. She is still working on getting the rights to scan in the yearbooks for Winneconne.

TABLED- Discuss and Vote to Update Winneconne Library Social Media Policy

Discuss Corrections and Vote to Approve Correction in January, February, and March’s Bills with Adjustments to Payroll Line.

Amanda informed the board that in the payroll line, she was using her after tax income not gross. The corrections were made.

Motion by Bongert to Approve Correction in January, February, and March’s Bills with Adjustments to Payroll Line.

Second: **Snider**
Vote: **Bongert-yes**
 Jerabek-yes
 Kutchin-yes

Pingel-yes
Snider-yes
Jensen-yes

Motion carried.

Discuss 2024 County Ask

Amanda shared the information given to her from Winnefox on the intended ask from Winnebago County for 2024. We are going to see a decrease in funding from the county by 3.6% due to fluctuations in village and rural usage as well as the fact that we have not been receiving enough funds from our municipality. More information will be discussed as we head into budget season.

Discuss Winnefox Updates and Happenings

Jeff Gilderson-Duwe announced his retirement from both Oshkosh Library Director and Winnefox Director. Clairellyn Sommersmith has been named Director of Winnefox and Oshkosh Public Library will be looking for a new Director.

Discuss Possibilities of Asking Town of Winneconne for Donation

At the LAC meeting, Amanda was informed that it was common practice for libraries to ask for donations or monies from surrounding townships when a large percent of their circulation comes from the non-local residents. The board agreed to work with Amanda and Winnefox to draft an ask before asking to attend a Town of Winneconne Board meeting. Snider and other members were willing to support Amanda at said meeting.

The Next Library Board meeting will be, Monday June 12th at 4:30pm

Items for the Next Meeting:

Discuss Tabled Policies

Discuss Dinner Dates to Celebrate Board Member Mary Brefeld

Updates on Gallery

Updates on Grants

The meeting was adjourned at 7:10pm by Library Board President Jeff Jensen.