

Winneconne Public Library Board of Trustees
Meeting Minutes
Monday January 9th, 2023

Meeting called to order by Library Board President Jeff Jensen at 5:29pm

The meeting was held in person inside the library of the Village of Winneconne Municipal Center, and available via Zoom Link.

Roll Call

Members Present in person:

Jeff Jensen, Tom Snider, Gary Witzke, Mary Brefeld, and Stephanie Bongert

Absent: Colleen Kutchin(excused), and Dana Jerabek(excused)

Also Present in Person: Amanda O’Neal

Public Participation : none

Consent Agenda

Motion by Witzke to approve the Consent Agenda Minutes with correction on November Minutes to correct Tom Snider and Gary Witzke on who was absent.

Second: Brefeld

Vote: Bongert-yes

Brefeld-yes

Snider-yes

Witzke-yes

Jensen-yes

Motion carried.

Director Report:

Because there was no December meeting, Amanda read off from the December Director’s report as well as January’s. Amanda updated the library on the weeding project taking place, making room for new books for the new year. She also shared with them a new document that she will be adding to the board packet each month that will show daily patron numbers, cash in-take for prints, faxes, etc. as well as daily circ.

Amanda also went through all the different programs they hosted or participated in over the month of December, including a High School Book Club Lock In, Adopt-a-Tree, Tis the Season Storytimes and more. The staff are also already planning for late winter, spring and even summer and have many large-scale events planned for all ages. Kelly and Amanda also added a second Winter Reading Program for kids of all ages per the request of many patrons. The Stuff the Bear Reading Program runs until March.

Budget

Amanda also informed the board of some errors in payroll when it came to what totals she had for her staff and what the village had in their report. Thankfully, Ginny Hinz, who is working with the village, found the same errors and was able to work with Amanda to solve the issue. Amanda also explained that Ginny wanted to make sure that the library's checking account was a part of the monthly expenses and revenues, so Amanda and Ginny worked together to get that information together. Amanda then explained to the board members so that they were all aware that the checking account was used for small amounts taken in for prints, faxes and small donations or book sale cash. Checks are then written out to the Friends of the Library for the printing money they collect as the FOL pay for and maintain the printer. The checking account is also used to reimburse staff for purchases made outside the library or for funds needed for last-minute needs for events and such. All funds going into and out of the checking account are documented in an excel sheet as well as the check register and the actual bank.

Old Business

Approve To Add the Friday after Thanksgiving to the 2023 Closed Dates

Motion by Snider to approve the addition of the Friday after Thanksgiving to the 2023 Closed Dates.

Second: Bongert

Vote: Bongert-yes
Brefeld-yes
Snider-yes
Witzke-yes
Jensen-yes

Motion carried.

New Business

Discuss Adding of Second Late Night to Library Open Hours

In November's meeting it was brought up to discuss potentially adding a second 6pm night to work week. Amanda informed the board that Melia G was very interested in closing a second night and asked that the board table this until February so that she can discuss with the full staff to make sure Thursday night would work for more than just Melia in the case Melia is not able to close. At the next meeting it will be voted on, and the potential change in hours would start in Spring.

Discuss Training of Board Member for Emergencies

Board member Colleen Kutchin had approached Amanda recently about the staffing issues over the past 2-3 months between Covid cases, family emergencies and expressed interest in learning the computer system so that

she may fill in from time to time when emergencies came up with staffing. Amanda consulted Winnefox Assistant Director, Clairelyn Sommersmith and asked if this was permitted. Clairelyn explained that as long as she was a volunteer and not a paid staff member, this was completely acceptable. The board agreed that having one board member trained on the desk would be beneficial and asked that Amanda rewrite the volunteer policy to reflect these changes. Amanda will also add that all volunteers at the library must be 14 years or older.

Discuss Upcoming Grants

Amanda informed the board that she had applied for a grant through Penguin Random House for \$1000 to kick start a Summer Lunch Program at the library. Amanda is very passionate about having the option to feed the children that spend so much time at the library during the summer months. The board supported this idea and offered up more ways to assist this program including speaking with the Food Pantry, The Men's Club and other organizations. Bongert asked what kind of food they would serve to avoid purchasing items that would spoil quickly. Amanda suggested that they use Costco and/or Sam's Club membership to purchase bulk supplies such as Uncrustable sandwiches, juice boxes, granola bars etc. Fresh fruit and other items could be purchased on a weekly basis to avoid waste.

The Next Library Board meeting is planned for Monday February 20th, 2023 at 5:30pm.

Items for the Next Meeting:

Discuss Day of the Week to Add Another Late Night to Library Open Hours

Discuss and Approve Modifications to the Volunteer and Emergency Closing Policies.

The meeting was adjourned at 6:16pm by Library Board President Jeff Jensen.