

Winneconne Public Library Board of Trustees
Meeting Minutes
Monday March 20th, 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.

Roll Call

Members Present in person:

Jeff Jensen, Tom Snider, Mary Brefeld and Colleen Kutchin

Absent: Stephanie Bongert(excused), Gary Witzke(excused) and Dana Jerabek(excused).

Also Present in Person: Amanda O'Neal

Public Participation : none

Consent Agenda

Motion by Snider to approve the Consent Agenda Minutes with the correction of adding Tom Snider to the vote on last month's consent agenda.

Second: Kutchin

Vote: Brefeld-yes
Kutchin-yes
Snider-yes
Jensen-yes

Motion carried.

Director Report:

Amanda informed the board that they were in need of an in-house inventory day for the library. While they have been maintaining the collection by weeding and purchasing new materials, the stacks and collections need to be inventoried, shifted, and cleaned. Staff have tried to keep up with maintenance but with the steady traffic, it has become too difficult to attend to the desk and projects. The board agreed that this was necessary and should maybe be done two times a year to better maintain.

Amanda informed the board her class for continuing education started today (Monday March 20th and runs through the end of April. The class is called "Navigating Book and Program Challenges in Libraries". With all the challenges libraries have been facing on book purchases, diversity and politics, Amanda found it a good opportunity to gain some insight on how to best handle these issues for the Winneconne Library and staff.

Amanda also updated the library on all the programming March had. The library purchased paperback picture books and easy readers to bundle with library information to hand out to the incoming 4k kids at the

elementary's Child Development Days. Amanda and Kelly also shared in the elementary school's Family Reading Night and hosted a button making station. They went through all 300 buttons they had brought.

Garfield Fest was held on March 17th, when the schools were off. The event was a fun success, and the library was grateful for all the Book Club members that showed up to volunteer to help at the event, as well as patrons that helped with face painting, and Amanda celebrated her staff for all their hard work. Attendance hit approximately 200 people and all supplies had run out.

The Summer Reading Program is almost complete, and information will start being shared soon with the community and the schools.

Old Business

Review and Vote on Updating Volunteer Policy

Motion by Kutchin to the updates to the Volunteer Policy with the keeping of the original outlines process to run background checks on all volunteers.

Second: Brefeld

**Vote: Brefeld-yes
 Kutchin-yes
 Snider-yes
 Jensen-yes**

Motion carried.

Review and Vote on Updating Snow/Emergency Closing Policy

Motion by Snider to the updates to the Volunteer Policy with the keeping of the original outlines process to run background checks on all volunteers.

Second: Brefeld

**Vote: Brefeld-yes
 Kutchin-yes
 Snider-yes
 Jensen-yes**

Motion carried.

Updates on Summer Lunch Program

Amanda informed the board that she had worked with Morgan at the Health Department and the plan for providing lunch this summer would have no issues and that the Health Department did not need to be involved. Amanda explained to the board that because the lunches would be catered or purchased already cooked, they would not need a license. Also, because the lunches are free, there are less regulations.

New Business

Review and Vote on Changing Monthly Library Meeting Dates

Motion by Kutchin to Change Library Meeting Dates from the Third Monday of the month to the Second Monday of the Month Starting with April 2023.

Second: Brefeld

**Vote: Brefeld-yes
Kutchin-yes
Snider-yes
Jensen-yes**

Motion carried.

Motion by Snider to Change Monthly Library Meeting Dates from 5:30pm to 4:30pm for the Summer Months of June, July, and August.

Second: Kutchin

**Vote: Brefeld-yes
Kutchin-yes
Snider-yes
Jensen-yes**

Motion carried.

Discuss Option for Adding In-House Inventory Day

Amanda explained that she would like to close for a day sometime this year to do a full in-house inventory and cleaning of the library collection. The board agreed and asked that Amanda work with staff to determine a date that would work for all staff to be present to aid in the project. The board also suggested adding an additional iPad and scanner to the library for more efficiency.

Discuss Adding Additional Open Operating Hours During Major Voting Days

Amanda proposed to the board that during major voting days, the library opens to the public for extended hours to match voting hours to allow new, old, and current library users to explore the library. Amanda informed the board that at the last voting day in February, new cards were opened and many people stopped in to the library for the first time. The board asked Amanda to create a new policy on opening special hours. Amanda asked the board to open additional hours for the April election ahead of the policy being written and they agreed.

The Next Library Board meeting will be Monday April 10th, 2023.

Items for the Next Meeting:

Faxing service- too expensive-explore more options.
Copy Machine-Pros and Cons of Owning vs. Leasing.

The meeting was adjourned at 6:30pm by Library Board President Jeff Jensen.