

**Winneconne Public Library Board of Trustees
Meeting Minutes
Monday May 13th, 2024**

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

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 Dana Jerabek.

Absent: Joshua Janikowski(excused)

Hold Election for Library Board Officers: President and Vice President

Motion by Snider to appoint Jeff Jensen as President.

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

Motion carried.

Motion to appoint Tom Snider as Vice-President

Motion by Kutchin to appoint Tom Snider as Vice-President.

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

Motion carried.

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

Motion by Pingel to adopt Robert's Rules of Order

Second: Kutchin
Vote: Jerabek-yes
Kutchin-yes
Pingel-yes

Snider-yes

Jensen-yes

Motion carried.

Consent Agenda

Motion by Snider to approve the Consent Agenda Minutes and Both March and April Bills Due to No Meeting in April, and with the Correction of Future Meeting Date on Minutes

Second: Kutchin

Vote: Jerabek-yes

Kutchin-yes

Pingel-yes

Snider-yes

Jensen-yes

Motion carried.

Director Report:

Amanda updated the board on the use of the Community Room. It is being used on a daily basis. Groups such as Girl Scouts, Switchgear, Homeschool Groups, Mahjong, even birthday parties, baby showers and wedding showers have been booked in the room. The one request that has been made is to allow alcohol in the meeting room. Amanda is working with the Village Administrator, Police Chief, and the Village Board to add this to the agenda and get it in the policy. The new tables that have had been purchased, have been a huge success with all groups as they are lightweight and on wheels that make them easy to move and arrange. Amanda also informed the board that the next purchase for the Community Room would be new chairs. The current chairs are fabric and have been cleaned many times but are no longer in great condition.

Amanda also informed the board that she will be working with Winnefox and other Winnebago County Directors to work on a new cohesive Collection Development Policy.

New cards for the year have already reached over 45. Amanda's goal was set at 200 at January's meeting and her and the team are working hard on finding new ways to get cards into residents' hands. The new children's designed card has been going very well, and during the SRP Kick-Off event, they will have another big push for kids to get their own cards.

Programming has been the main priority currently. Kindergarten visits were held the week of May 6th with approximately 112 kindergartners coming to the library to learn all about the Summer Reading Program, hear a story, do a craft, and have a snack.

Staff member Linda Tipler planned and executed a highly successful event called Hues and Brews. Linda led the class in painting a large flower on provided canvases. Amanda joined in on

the class after assisting participants in filling their take-home glass coffee cup with cold brew coffees.

Amanda then went to the Middle School on May 13th to meet with 5 of the 6th grade ELA classes to present on SRP and do Book Talks.

Local author, Tammy Borden, came down with an illness and had to reschedule Get Lit's Special Book Club event on the 15th, and that was rescheduled for May 22nd.

Amanda is hosting the Winneconne Chamber's next Business After Hours event on May 16th at 4:30pm. She will give participants a tour of the library and discuss SRP and potential partnerships.

Old Business

TABLED- Discuss Policy for Meeting Room

TABLED- Discuss & Approve Signing of Lease from Village of Winneconne

Discuss 2024 County Ask

Amanda shared the information given to her from Winnefox on the intended ask from Winnebago County for 2025. While we saw a decrease in funding from the county by 3.6% the year before, we are seeing a large increase this time around of 17.9%. 2024 County Operational Funding was \$107,228 and 2025 ask will be \$126,454. More information will be discussed as we head into budget season.

Discuss Programming Plans for Donations Received from Piggly Wiggly and Finderland

Amanda and the board discussed how the monies received should be spent. While Finderland funds were not assigned a specific use, Amanda informed the Fin that they would be used towards a community event. Piggly Wiggly funds were designated to be used towards an adult financial literacy class. Amanda and Eric Lang will be working together on that in the Fall after SRP. Finderland funds were again discussed, and it was agreed that some of the funds would go towards merch/parade for Sovereign State Days. Another portion of the funds will be used during Fall Fest, as the number of kids and families attending Trunk or Treat has grown.

Summer Reading Program & Lunch Program Update

Amanda explained some of the changes happening during SRP this year, mainly times of the day they are hosting programs. She also adjusted how the Teen and Adult reading challenge has been redone to be more fun and flexible for them. Lunch will be served again this summer thanks to the Winneconne Area Assistance Center and the Winneconne Area Community Foundation.

Discuss Potential New Meeting Dates and Times with New Board Members

Joshua Janikowski is our newest Library Board Member, replacing Gary Witzke as our Village Board appointed member. We are also short one additional Village resident member. Ideas were

discussed for potential residents that would enjoy serving on our board. As for the meeting dates and times, it was agreed across all board members in attendance that the second Monday of the month works the best for everyone and allows Amanda time to prepare end of month numbers and board packets.

Discuss Change of Late Day

As Amanda has mentioned before, she and her staff ran a paper poll at the circulation desk, and it was very obvious that Wednesday was not anyone’s favorite day to be open until 6pm.

Wednesdays being the late night to be open is when the library focuses on planning events and staff have noticed a decline in participation due to competing with after-school sports and religion classes on Wednesdays. One more poll will take place this summer on Facebook to narrow down what patrons prefer. Options are Monday, Tuesday, or Thursday to be open until 6pm. A decision will be made in July, and the new hours will change at the beginning of the school year. The new hours will change until the end of December when Amanda reevaluates participation and circulation to see results.

Approve Billing the Respective Counties Under Act 420 and Authorize Winnefox to Coordinate Billing on our behalf. (Now Billing Outagamie County)

Amanda read and explained Clairellyn’s update after a meeting with Mr. Doemel and Mr. Hollenberger at a meeting about cross-county billing. It was agreed that Winnebago and Outagamie would begin charging and it was asked that we bring it to our boards for approval.

Motion by Snider to approve the Billing of the Respective Counties Under Act 420 and Authorize Winnefox to Coordinate Billing on our behalf. (Now Billing Outagamie County)

Second: Kutchin

Vote: Jerabek-yes

Kutchin-yes

Pingel-yes

Snider-yes

Jensen-yes

Motion carried.

The Next Library Board meeting will be, Monday June 10th, 2024 at 4:30pm

Items for the Next Meeting:

Discuss Tabled Items

Summer Reading Program Update

Community Room Update

Website Statistics & Instagram Reels

Creation of G-Mails for Board Members

The meeting was adjourned at 6:44pm by Library Board President Jeff Jensen.