

# Winnefox Library System Board of Trustees

## December 4, 2024 Agenda

Neenah Public Library, 240 E. Wisconsin Avenue, Neenah, WI 54956

Meeting will be in the Shattuck Room

To Join by Zoom <https://us02web.zoom.us/j/83811790257?pwd=ZTg2UTcyb0xJcGwvbE5XYktKYk9lZz09>

To Join by Telephone Dial 312-626-6799

Meeting ID: 838 1179 0257

Password: Winnefox24

**A tour of the Neenah Public Library will be given at 4:00 p.m.**

This tour is being noticed as there is a potential for a quorum at that time.

	<u>Action Required</u>	<u>Page</u>
<b><u>Call to Order:</u></b> 4:30 p.m.		
<b><u>Roll Call and Introductions</u></b>		
<b><u>Public Comments</u></b>		
<b><u>Unapproved Minutes</u></b>		
• Special Board Meeting – October 16, 2024	Yes	291
• Personnel Meeting – November 20, 2024	Yes	292
<b><u>Financial Statements</u></b>		
• Statement of Revenue	No	293
• Statement of Expenditures by Program	No	294
• Statement of Expenditures by Account	No	295
• Balance Sheet	No	296 – 298
• Statement of Changes in Fiduciary Net Assets	No	299
• Grant Reporting	No	300
• Classification of Invoices Previously Paid September - October 2024	Yes	301 - 307
<b><u>Staff Guest</u></b>		
• Pete Hodge, Network Manager and PC Support Specialist, will be talking about how we work to keep the Winnefox network safe, and what we can all do to stay safe online.	No	
<b><u>New Business</u></b>		
1. <b><u>Board Officer Nominating Committee</u></b> The election of system board officers is scheduled to take place at the January 29, 2025, meeting. Appointments to this ad hoc committee are made by the president and are subject to the approval of the board.	No	
2. <b><u>Monarch Library System Accounting Services Agreement 2025-2026</u></b> The Monarch Library System board made minor changes to the Accounting Services Agreement. Those changes are indicated in red. <b>Action Requested:</b> Decide whether to approve the 2025-2026 Accounting Services Agreement with the changes, Exhibit A.	Yes	308 - 310
3. <b><u>2025-2029 Winnebago County Agreement and Library Services Plan</u></b> <b>Action Requested:</b> Approve the agreement and plan in Exhibit B.	Yes	311 - 320

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| <p>4. <b><u>2025 Funding Attachments to County Agreements</u></b><br/> <b>Action Requested:</b> Approve the detailed funding agreements between the Winnefox system and the five counties as contained in Exhibit C.</p>  | <p>Yes</p> | <p>321 - 325</p> |
| <p>5. <b><u>2025-2029 Wisconsin Public Library System Technology and Resource Sharing Plan</u></b><br/> <b>Action Requested:</b> Approve the plan in Exhibit D.</p>   | <p>Yes</p> | <p>326 - 348</p> |
| <p>6. <b><u>Mobile App Privacy Policy</u></b><br/>         To have a mobile app, Winnefox is required to have a linked policy to allow patrons on our app to opt in or opt out of the app services. SirsiDynix has provided a template for this policy.<br/> <b>Action Requested:</b> Approve the Mobile App Privacy Policy as included in Exhibit E.</p> | <p>Yes</p> | <p>349 - 350</p> |
| <p>7. <b><u>2025 Calendar of Board Meetings</u></b><br/> <b>Action Requested:</b> Decide whether to approve the 2025 calendar of the Winnefox Board meetings as proposed on Exhibit F.</p>  | <p>Yes</p> | <p>351</p>       |

#### **Discussion**

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| <ul style="list-style-type: none"> <li>• <b><u>Winnefox Library System board meeting minutes</u></b><br/>           Per bylaws Article III, Section 6, The secretary/treasurer shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The system director, or a member of the staff may be designated to perform any or all of the above duties.<br/><br/>           Does the board want to designate a member of the Winnefox Library System staff to sign board unapproved minutes.</li> </ul> | <p>Yes</p> |
| <ul style="list-style-type: none"> <li>• <b><u>Winnefox Library System Director' Evaluation</u></b><br/>           Closed Session: <i>Pursuant to Section 19.85(1)(c) Wisconsin State Statutes in order to discuss matters pertaining to performance evaluation data.</i><br/>           Committee will discuss the Winnefox Library System Director's Evaluation Summary from the Personnel Committee.<br/><br/>           Return to Open Session – meeting resumes.</li> </ul>  | <p>Yes</p> |

#### **Reports**

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| <ul style="list-style-type: none"> <li>• Director's Activity Report<br/>Exhibit G.</li> </ul> | <p>No</p> | <p>352</p> |
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#### **Adjournment**

<p>The Board Officer Nominating Committee will meet immediately after the December 4, 2024 board meeting to discuss candidates for board office in 2025.</p>	<p>No</p>
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#### **Next Meetings Scheduled:**

- January 29, 2025, at 4:30 p.m. at Oshkosh Public Library