

**WINNEFOX LIBRARY SYSTEM**  
**November 29, 2023 BOARD MEETING MINUTES**  
Approved at 1/31/24 board meeting

The regular meeting of the Winnefox Library System Board of Trustees was called to order at 4:30 p.m. on Wednesday, November 29, 2023 by President Katherine Freund. Trustees present were Ken Bates, Bill Bracken, Noah Cypher, Randy Fieldhack, Katherine Freund, Samantha Goldben, Elizabeth Irish, John Jarvis, Melissa Kolstad, Dusty Krikau, Kathleen McGwin, Jim Miller, Andrew Prellwitz, David Rucker, Michael Will and Doug Zellmer. Trustees absent was Patty Pieper. Also present were Clairellyn Sommersmith, Director; Julie Schmude, Business Manager; Marcy Cannon, Administrative Specialist II and Karla Smith, ILS Manager.

**Public comments:** None

New Winnefox Library Board Trustee, Samantha Goldben was introduced.

**Minutes**

Motion to approve the September 27, 2023 regular Winnefox Board meeting minutes. **Motion:** Miller; **Second:** Zellmer; **Vote:** Unanimous.

**Classifications**

Motion to approve the September – October 2023 Classification of Invoices Previously Paid. **Motion:** Miller; **Second:** Zellmer; **Vote:** Unanimous.

Clairellyn Sommersmith gave the Report of the Director.

**Board Officer Election Nominating Committee**

Motion to approve the appointment of John Jarvis, Randy Fieldhack and Michael Will, to the Nominating Committee which will name the slate of officers. **Motion:** Prellwitz; **Second:** Miller; **Vote:** Unanimous.

**Resolution of Appreciation Departing Trustees**

Motion to approve the Resolutions of Appreciation Departing Trustees presented in Exhibit A. **Motion:** Miller; **Second:** Jarvis; **Vote:** Unanimous.

**2024 Calendar of Board Meetings**

Motion to approve the 2024 Calendar of Board meetings as presented in Exhibit B. **Motion:** Will; **Second:** Bracken; **Vote:** Unanimous.

**2024 Funding Attachments to County Agreements**

The Winnefox System Board President listed on the Winnebago County Funding Agreement will be amended to Katherine Freund. Motion to approve the 2024 Funding Attachments to County Agreements in Exhibit C, as amended. **Motion:** Fieldhack; **Second:** Cypher; **Vote:** Unanimous.

**2024-2028 Fond du Lac County Agreement and Library Services Plan**

Motion to approve the 2024-2028 Fond du Lac County Agreement and Library Services Plan presented in Exhibit D. **Motion:** Bracken; **Second:** Zellmer; **Vote:** Unanimous.

**WCTS Clerk Job Description**

Motion to approve the WCTS Clerk job description and wage increase as presented in Exhibit E. **Motion:** Miller; **Second:** Jarvis; **Vote:** Unanimous.

**Special Funding Request - Photocopier**

Motion to approve use of up to \$15,000 from Winnefox capital reserve funds to cover the cost of a new photocopier. **Motion:** Bracken; **Second:** Will; **Vote:** Unanimous.

**Special Funding Request - Van**

Motion to approve use of up to \$40,000 from Winnefox's New Vehicle Reserve and unallocated funds to cover the cost of a new van. **Motion:** Kolstad; **Second:** Miller; **Vote:** Unanimous.

**Personnel Manual Revisions**

Motion to approve proposed changes to the Winnefox Personnel Manual presented in Exhibit F. **Motion:** Prellwitz; **Second:** Bracken; **Vote:** Unanimous.

Motion to adjourn at 5:32 p.m. **Motion:** Kolstad; **Second:** Miller; **Vote:** Unanimous.

Respectfully submitted,

Melissa Kolstad, Secretary  
Marcy Cannon, Recorder