

REPORT OF THE DIRECTOR

Winnefox Library System

Wednesday, November 30, 2022

STAFF GUEST

Please welcome Angela Schneider, new Public Library Development Consultant. Angela will introduce herself and meet the Board.

BOARD OFFICER ELECTION NOMINATING COMMITTEE –

The election of system board officers is scheduled to take place at the February 1, 2023 meeting. Appointments to this ad hoc committee are made by the president and are subject to the approval of the board. Ken Bates, Jim Miller, and Bill Bracken have agreed to serve on the Nominating Committee for 2023 officers. A meeting of the nominating committee will take place after the regular meeting of the full board. Discussion. **Action Requested:** President to appoint members to an officer election Nominating Committee; Board to decide whether to approve appointments.

RESOLUTIONS OF APPRECIATION DEPARTING TRUSTEES

Exhibit A. contains resolutions of appreciation for Elizabeth Eisen and Vicki Huffman as they prepare to end their service on the Winnefox Board. **Action Requested:** Decide whether to approve the resolutions in Exhibit A.

2023 PROPOSED CALENDAR OF BOARD MEETINGS

At this time each year, we establish the dates for Winnefox and Oshkosh Public Library Board meetings. For 2023 we propose the dates in the memo included as Exhibit B., which usually fall on the last Wednesday of the month. Exceptions are proposed where conflicts occur with a holiday or to enable timely filing of an accurate annual report to the State of Wisconsin. This schedule will accommodate both organizations' meeting date changes as well as our need to schedule most meetings near the end of the month for financial reporting purposes. Discussion. **Action Requested:** Decide whether to approve 2023 calendar of Winnefox Board meetings as proposed in Exhibit B.

POSITION DESCRIPTIONS

Exhibit C in this meeting's packet contains one new position description and three revised position descriptions, submitted for board consideration: Administrative Specialist I, Administrative Specialist II – Accounting, Administrative Specialist II – Human Resources, and Delivery Van Driver. Funding for the new accounting support position was included in the 2023 budget, approved by the Board on 9-28-2022. **Action Requested:** Decide whether to approve the positions descriptions in Exhibit C.

2023 ACCOUNTING SERVICES AGREEMENT

Included as Exhibit D. in this month's packet is a proposed agreement for Winnefox to provide accounting services to the Nicolet Federated Library System. The contractual fees will be a \$1,000 start-up fee plus an annual service fee of \$7,000. Discussion. **Action Requested:** Decide whether to approve agreement in Exhibit D.

PROPOSAL TO ADD TWO PAID HOLIDAYS FOR EMPLOYEES

Exhibit E in this meeting's board packet is a memo from the Director proposing elimination of Winnefox's performance pay bonus program and addition of two paid employee holidays – the day after Thanksgiving and December 31st. **Action Requested:** Decide whether to approve the changes to Winnefox employee benefits as proposed in Exhibit E.

2023 FOND DU LAC COUNTY AGREEMENT AND LIBRARY SERVICES PLAN

Included as Exhibit F in this meeting's board packet is a one-year agreement and county library services plan between Winnefox and Fond du Lac County. The County has approved the agreement and plan. Work to formulate a five-year agreement and plan will commence during 2023. **Action Requested:** Decide whether to approve the agreement and plan in Exhibit F.

2023 FUNDING ATTACHMENTS – TO COUNTY AGREEMENTS

Funding attachments for the five county agreements are included in this packet as Exhibit G. These funding agreements have been approved by the respective county boards of supervisors. Discussion. **Action Requested:** Decide whether to approve the 2023 funding attachments contained in Exhibit G.

MISCELLANEOUS REPORTS –

- Winnefox Assistant Director's Report - Exhibit H contains Clairelynn Sommersmith's report, which provides updates on System matters.

Respectfully submitted,

Jeff Gilderson-Duwe, Director