

## REPORT OF THE DIRECTOR

Winnefox Library System

Wednesday, July 29, 2020

**WELCOME NEW TRUSTEES** Please welcome new members of the Winnefox Board: Ken Bates (Green Lake County) and Michael Will (Fond du Lac County Board representative through December 2021)

**RESOLUTIONS OF APPRECIATION DEPARTING TRUSTEES** Exhibit A. contains resolutions of appreciation for departing trustees Kevin DeCramer (Fond du Lac County), Kathy Morris (Green Lake County), and Martin Schroeder (Fond du Lac County). **Action Requested:** Decide whether to approve the resolutions in Exhibit A.

**STAFF GUEST** Please welcome Joy Schwarz, Continuing Education and Training Librarian, who will report to the board on her recent activities in support of our member libraries during the COVID-19 pandemic.

**STAFF MANUAL CHANGES -- LEAVE WITHOUT PAY & FMLA** Exhibit B. in this meeting's board packet contains a memo to me from Business Manager Julie Schmude detailing suggested changes to the Winnefox Staff Manual in Section 404: Leave Without Pay and Section 405: Family and Medical Leave Act. These changes are meant to improve the clarity and consistency of policy in these areas; and to ensure that policy and procedures in these areas are in harmony. **Action Requested:** Decide whether to approve the recommended Staff Manual Changes detailed in Exhibit B.

**ACCOUNTING SERVICES AGREEMENT -- WINDING RIVERS LIBRARY SYSTEM** Winding Rivers Library System (WRLS) supports public libraries in seven Western Wisconsin counties. Its Resource Library is in La Crosse. When WRLS recently saw its bookkeeper leave for a new opportunity, Director Kristen Anderson called Winnefox to inquire about contracting for accounting services. Business Manager Julie Schmude evaluated the idea and recommended we accept the challenge. As with our agreement with Southwest Wisconsin Library System, we are proposing a cost-recovery fee. We believe that performing accounting services WRLS will allow us cross-training opportunities and increased accounting competencies in our Administrative staff. The proposed fees (set-up \$500; service \$2,865) and agreement cover the period of July to December, 2020. **Action Requested:** Decide whether to approve the agreement contained in Exhibit C. of this meeting's packet.

### MISCELLANEOUS REPORTS -

- Assistant Director's Report (Exhibit D.)
- 2021 Library reimbursement across county lines (Exhibit E.)

Respectfully submitted,

Jeff Gilderson-Duwe  
Director