

MEMORANDUM:

To: Winnefox Library System Trustees
From: Clairelynn Sommersmith, Assistant Director
Subject: Report of System Activities
Date: December 26, 2020

Greetings and Happy New Year! The following is an update of activities since our last meeting. I would be happy to provide further details at our meeting, or feel free to give me a call or send an email in advance.

2020 Board Meetings: At the last meeting we were requested to schedule three board meetings at libraries other than Oshkosh. I've contacted the below libraries, and we are on their agendas:

- 29 January Oshkosh
- 25 March Princeton
- 27 May Oshkosh
- 29 July Hancock
- 30 September Kingston
- 18 November Oshkosh

We discussed at our last meeting to visit libraries who cannot accommodate the size of the board. At the locations not in Oshkosh, we will meet at 4:15 for a tour of building before moving to a second location for the meeting. Details of each will come out prior to the meetings.

Library Legislative Day: Don't forget about Library Legislative Day in Madison, *Tuesday 11 February 2019* at the Madison Concourse Hotel. LLD is an excellent opportunity to talk with legislators directly and encourage their support for programs that improve library services within the state. Registration is easy; the Wisconsin Library Association arranges for appointments with legislators. We encourage anyone who can to attend. You can find more information at:
<http://wla.wisconsinlibraries.org/legislative/legislative-day>

Trustee Training: Carrying on the tradition from Mark, I have several Trustee Training Workshops schedule for the spring and early fall. The complete list of workshops is on the additional page.

Library News: The Menasha Public Library received a grant from the Fox Valley Area Community Foundation to hire a community outreach coordinator for a three-year term. This person will specifically be working in the schools to reach the Latinx communities in the Menasha area.

The Winneconne Public Library received two different grants, one from their local Thrift and Gift and from their area Community Foundation to purchase two new televisions which will be used for displaying upcoming programs and for presentations in the meeting room.

The Poy Sippi Public Library completed their interior renovation, with new carpeting, shelving, and furniture this month. This redesign was made possible with a "Small Libraries Create Smart Spaces," grant.

Staff News: There is no staff news at this time.

2020 Workshops for Trustees

Trustees can benefit from training, just like librarians. This year we have planned several programs for library trustees. (You are, of course, welcome to attend any Winnefox workshop). Workshops are also a good opportunity to meet trustees from other libraries.

Anyone is welcome to attend the sessions that are most convenient.

Trustee 101

While this program is designed for new trustees, veterans sometimes find it a good refresher.

Topics covered include:

- ✓ An overview of the trustee's job
- ✓ Legal issues (open meetings, policies, liability)
- ✓ Library advocacy
- ✓ Topics from the floor (local issues you'd like to discuss)

This year's sessions will be:

- Tuesday 12 May, 1:30 – 3:30, Caestecker Public Library, Green Lake
<https://extranet.winnefox.org/content/clone-trustee-101-workshop-green-lake>
- Thursday 14 May, 5:30 – 7:30, Menasha Public Library
<https://extranet.winnefox.org/content/trustee-101-workshop-menasha-pl>

Trustee 201: The Library Board as Employer

Topics covered include:

- ✓ The Library board's relationship with the library director
- ✓ Hiring, evaluating, disciplining, and terminating a library director
- ✓ Personnel policies
- ✓ The Library board and other library staff

This year's session will be:

- Thursday 4 June, 5:30 – 7:30 Ripon Public Library
<https://extranet.winnefox.org/content/trustee-201the-library-board-employer-1>

Trustee 301: Wisconsin Open Meetings and Public Records Laws

Topics will include:

- ✓ Agendas and posting meetings
- ✓ Closed sessions
- ✓ Meeting minutes
- ✓ Records retention under Wisconsin law

This year's session will be:

- Thursday 10 September, 5:30 – 7:30, Neenah Public Library
<https://extranet.winnefox.org/content/trustee-301-open-meetings-public-records-laws-0>