

**MEMORANDUM:**

**To:** Winnefox Library System Trustees  
**From:** Mark Arend, Assistant Director  
**Subject:** Report of System activities  
**Date:** 20 March 2019

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.

**Library use reimbursements across county lines:** I have begun to compile figures for reimbursement across county lines but do not have complete figures from libraries outside of Winnefox yet. I will bring a report to the board meeting if I receive them in time.

**Trustee Training:** I have several extra trustee training sessions scheduled for this year. The workshop schedule is on the next page.

**WAPL Conference:** The Wisconsin Association of Public Libraries spring conference will be 2 – 3 May in Rothschild. As usual, there will be a good mix of programs with some of interest to trustees. More information is available at:  
<http://wla.wisconsinlibraries.org/wapl/conferences-events/wapl-conference>

**Library News:** Nicole Overbeck is the new director of Markesan Library; she is a former director of Wautoma and Poy Sippi Libraries.

Princeton will be breaking ground on their new addition at the beginning of May. During the construction period they will relocate into temporary quarters.

I am pleased to report that Poy Sippi library is one of 15 small, rural libraries to receive a \$5,000 Small Libraries Create Smart Spaces grant from OCLC/WebJunction, with funding from the Institute for Museum & Library Studies (IMLS). They are the only library in Wisconsin to receive this grant. Smart library spaces are designed to meet the needs and desires of diverse communities. They are where discovery and community intersect, fostering social connection among people of all ages by providing active learning that encourages exploration and play. You can read more at:  
<https://www.webjunction.org/explore-topics/smart-spaces.html>,

**Staff News:** Traci Schlaak has joined Winnefox as an Administrative Specialist. Roger Peters has been hired as a van driver. Amber Wittigen has been hired as a WCTS Page.

## 2019 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 14 May, 1:30 – 3:30, Ethel Everhard Memorial Library, Westfield  
<https://extranet.winnefox.org/ce/2019/Trustee101-Westfield>
- Thursday 16 May, 5:30 – 7:30, Ripon Public Library  
<https://extranet.winnefox.org/ce/2019/Trustee101-Ripon>

### 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 6 June, 5:30 – 7:30 Neenah Public Library  
<https://extranet.winnefox.org/ce/2019/Trustee201-Neenah>

### 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:

- Wednesday 12 June, 5:30 – 7:30, Wautoma Public Library  
<https://extranet.winnefox.org/ce/2019/Trustee301-Wautoma>