

Village of Hortonville Library Board

Meeting Minutes 02/07/2017

Meeting was called to order at 3:33 p.m. by President Julie Vanden Heuvel

Members Present: Julie Vanden Heuvel, Heidi Schmidt, Mary Jo Lantz, Veronica Woodward, Katie Ringbauer, Pat Lund-Moe, and Anne Bohman

Minutes from January 17th meeting were approved. Motion: Anne Bohman, Seconded by: Katie Ringbauer; minutes were approved unanimously.

Bills and vouchers were discussed and reviewed. Vouchers for January and February totaling \$5,853.75 in expenses were signed. Motion: Heidi Schmidt, Seconded by: Anne Bohman; vouchers approved unanimously.

Rachel gave her Director's Report.

Rachel gave an explanation of 2016 Annual Report. Thank you Rachel for all of your hard work and details in your explanation regarding this report. Board noted some significant changes from 2015 – 2016 that may affect the county donation in 2017, which in return will affect the 2018 budget. Motion: Mary Jo, Seconded by: Katie R. annual report approved unanimously.

Rachel shared with the board the community survey results. Highlights included:

- Collection priorities
- Children programming interests
- Adult programming interests
- Program times

Rachel gave a very detailed mission statement and strategic plan. Board reviewed both documents and supports both the mission statement and the strategic plan. Rachel will give the plan to her staff and patrons for review and input.

Board reviewed and approved the Collection Development Policy. Motion: Mary Jo, Seconded by: Anne B. Policy approved unanimously.

Board reviewed and approved the Collection Maintenance Policy. Motion: Katie R, Seconded by: Veronica W. Policy approved unanimously.

Board reviewed and approved the Preservation of Local History and Literature Policy. Motion: Anne B, Seconded by: Heidi Schmidt. Policy approved unanimously.

All 3 policies listed above will be taken to staff for review and input. Rachel will bring back any staff input regarding these policies.

Rachel proposed a 3 month evaluation review, per personnel addendum. Board approved pay increase. Motion: Pat M., Seconded by: Katie R. Board approved unanimously.

New staff welcome event was discussed. Board proposed April 22nd for the date of the event. Pat M will bring date to FOL.

Pat gave FOL update.

Future Agenda Items:

- Welcome new staff on April 22nd (date proposed)
- Review by laws
- Update on filters
- Any input or updates from staff regarding new policies approved
- Next meeting March 7th at 3:30

Email any additional items to Rachel

Motion to adjourn by Anne B; Seconded by: Heidi Schmidt; meeting was adjourned at 5:02 pm.

Submitted by Mary Jo Lantz