

Village of Hortonville Library Board

Meeting Minutes 1/3/2017

Meeting was called to order at 3:35 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 December 6th meeting were approved. Motion: Heidi Schmidt, Seconded by: Katie Ringbauer; minutes were approved unanimously.

Bills and vouchers were discussed and reviewed. All vouchers were signed. Motion: Mary Jo, Seconded by: Pat Lund-Moe; vouchers approved unanimously.

Rachel gave her Director's Report.

Board approved 2017 departmental wide wage increase of 3%. Board signed 2017 wage increase documentation. Motion: Pat L, Seconded by: Anne B; wage increase approved unanimously.

Board approved retroactive form and authorized retroactive wage increase for M Sikowski. Board signed retroactive wage increase documentation. Motion: Mary Jo L, Seconded by: Katie R; retroactive wage increase approved unanimously.

Board approved wage increase for Vicki B and signed wage increase documentation. Motion: Anne B, Seconded by: Katie R; board approved unanimously. Starting January 23rd Vicki will work 20 – 25 hours per week.

Job descriptions were discussed and reviewed. Board approved all 3 job descriptions (Library Assistant I, Library Assistant II, and Technical Services Specialist). Motion: Heidi S, Seconded by: Mary Jo L; Board approved all 3 unanimously.

Board approved the appointment of Peg Z to Library Assistant I – Motion: Anne B., Seconded Katie R; Board approved unanimously.

Board approved the appointment of Rebecca B to Technical Services Specialist and wage increase associated with new title. Motion: Veronica W, Seconded by: Heidi S; board approved unanimously.

Board approved the amended employment application. Motion: Katie R., Seconded by: Heidi S; Board approved unanimously.

Board approved the amended volunteer application. Motion: Mary Jo L, Seconded by: Veronica W; board approved unanimously.

Friends update given by Pat Lund-Moe. Some highlights included:

- Friends generously donated several new books to library
- plates for on the ends of the shelves were recently donated
- Friends of Library are working on reception in the spring for new library staff
- Finishing up quilted panels
- All are invited for the next Friends meeting on 1/19 at 3:30

Future Agenda Items:

- Welcome Rachel reception in Spring
- Survey Results
- Review by-laws
- Update on filtering

Email any additional items to Rachel

Thank you to Rachel and all the library staff!! Storybook Princesses was very well attended and enjoyed by all. The board thanked Rachel for all her hard work.

Motion to adjourn by Pat L, Seconded by: Ann B; meeting was adjourned at 4:35 pm.

Submitted by Mary Jo Lantz