

Village of Hortonville Library Board

Meeting Minutes 12/6/2016

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, and Pat Lund-Moe. Anne Bohman excused.

Minutes from November meeting were amended as follows: omit first sentence of 4th paragraph (A new schedule has also been proposed by the staff which would add 13 hours per week during the summer, and 39 hours per week the rest of the year.) After this amendment the minutes were approved: Lantz moved, Lund-Moe seconded.

Public hearing for the budget was held on 12/4/16. No residents attended, budget approved. Rachel shared the final budget with some readjustments in categories.

Bills and vouchers were signed by Julie that needed to be approved prior to the board meeting, which included:

Voucher #1 for \$1962.56 (books: \$492.88; supplies: \$969.68; Walmart gift card: \$500).

Voucher #2 for \$916.39 (supplies: \$825.31; books: \$91.08)

Voucher #3 for \$197.00 for pre-employment test for library director

Voucher #4 for \$288.08 Amazon book purchases

Voucher #5 for \$700.06 Baker/Taylor book purchases

**Walmart gift card needed to be purchased as the Walmart charge card does not work for on-line purchases, therefore gift card purchased and receipts submitted for that amount will be kept. Board discussed and recommended going through Amazon and access the FOHL smile account for purchases.

All vouchers were approved: moved by Lantz, seconded by Woodward. Director's Report (included in hand-outs)

Keri Rose hired and doing well. She will be handling the early release program on 12/7 and also the pre-school programs.

10-15 hours per week will be needed beginning in January due to the new hours.

Diane Nackers at HASD is willing to do training with the library staff on individuals on the autism spectrum. Katie provided her contact information to Rachel and she will follow up.

Rachel shared publicity on the 12/28 program and will get it to the school via Tammy in Heidi's office. Will also send notice to parochial schools. She shared a write-up to be given to parents of children with differing abilities for our feedback. It was well written and Rachel will get it to the schools.

Beginning January 11 there will be a four program rotation with book club, knitting, speakers, history, etc. On Tuesdays, Rebecca will provide technology assistance.

An amended library hiring policy for background checks was proposed and approved, Heidi moved and Mary Jo seconded. Rachel will also look into the hiring process to see how it can be streamlined but still follow Village policies as needed.

A volunteer agreement is also being developed. Concerns about DOB being provided, background checks for adults vs. confidentiality for juveniles. There will also need to be contact information on file for emergency contact information, etc.

A personnel manual is being developed, with an addendum for specifics for the library. The Village has also contracted with someone for \$2K to update and revamp the current Village policies. It was suggested that Rachel coordinate efforts with Diane as the Village progresses. Board moved to approve the temporary addendum to the personnel manual: Heidi moved and Katie seconded.

We would like to have an open house welcoming for the new librarian and library staff. Spring may be best so it can be published in the next Village Voice. FOHL may want to collaborate. Further discussion will take place at the January meeting.

FOHL update: will be working with Rachel on the "Meet in the Middle" Bike Ride. Fabric panels are progressing. Purchases were made for the library in the following areas: book case signage, dvd/audio books cases, and plans to purchase additional books in the non-fiction, bestsellers, and emerging reader areas.

Moved to adjourn at 4:40 pm by Heidi, seconded by Mary Jo.

Submitted by Pat Lund-Moe