

Village of Hortonville Library Board

Meeting Minutes 07/11/17

Meeting was called to order at 10:02 am by President Julie Vanden Heuvel

Members present: Julie Vanden Heuvel, Mary Jo Lantz, Veronica Woodward, Katie Ringbauer, Anne Bohman

Members excused: Pat Lund-Moe and Todd Timm

Guest Speaker Sergeant Brian Bahr

Minutes from May and June meetings were reviewed. Minutes were asked to be revised and remove actual \$ amount from approved pay increase. Motion: Mary Jo Lantz, Seconded by: Katie R; minutes were approved unanimously.

Juvenile volunteer form and background check guidelines were discussed with Brian Bahr. Brian shared how juvenile background checks worked and the importance of the guidelines. Changes were made to the guidelines, Rachel and Brian will work together to keep consistent and Rachel will create a log to document background checks.

Changes included adding drug related charges, on the application a bullet point stating the library reserves the right to review background checks at our discretion, adding a bullet point stating including these guidelines and the discretion of the law enforcement personnel, change verbiage to read was ever convicted and/or ever entered into a deferred prosecution agreement.

Motion: Mary Jo, Seconded by: Anne; Guidelines for Juvenile Background checks were approved unanimously. Pending the approval of Attorney Bob Sorenson

Rachel gave her Directors Report – Lots of great things going on!

Strategic Plan – The Board is very proud of the work accomplished by Rachel and the Library Staff. The library growth is amazing!! Keep up the great work!

Financial Reports and Bills – Total expenses for the month were \$4511.78 Motion: Anne, Seconded by: Katie; motion approved unanimously.

2018 Draft budget was discussed in length. Possible increase in county funding. OWLS net fee will increase significantly. More discussion to be had at next month's meeting.

Bylaws were discussed and approved. Motion: Katie, Seconded by: Veronica; Bylaws were approved unanimously. All present board members signed approved bylaws.

Election 2017-2018 Library Board

President – Julie Vanden Heuvel

Vice President – Pat Lund-Moe

Secretary – Katie Ringbauer

Members were all voted in and approved unanimously.

Director Review and Process – board created an Ad Hoc Committee to create a procedure and a process for annual reviews. This committee will be Veronica (Leader), Pat, Todd, and Katie as the alternate

Friends update was given by Rachel

Future Agenda items:

- October director 1 year review
- September evaluation on summer library program
- October strategic planning 9 month evaluation
- Ad Hoc Committee will share
- Discussion on draft budget

Motion to adjourn by Veronica, Seconded by: Anne; meeting was adjourned at 12:10 p.m.

Submitted by: Mary Jo Lantz