

Village of Hortonville Library Board

Meeting Minutes April 10, 2018

Meeting was called to order at 3:34 pm by Julie Vanden Heuvel.

Members Present: Julie Vanden Heuvel, Mary Jo Lantz, Katie Ringbauer, Todd Timm, Pat Lund-Moe and Allie Krause
Hortonville Library Director.

Excused: Veronica Woodward and Anne Bohman.

Motion to approve March 6, 2018 meeting minutes with removal of FOHL Treasurer name. 1st M. Lantz 2nd P. Lund-Moe.
Motion carried unanimously with J. Vanden Heuvel abstained.

Public Comment-None.

Motion to move into closed session State Statute 19.85 (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 1st K. Ringbauer 2nd P. Lund-Moe. Motion carried with a roll call vote.

Motion to return to open session 1st M. Lantz 2nd P. Lund-Moe. Motion carried with a roll call vote.

Motion to take action on matters discussed in closed session. – None

Directors Report: Collections: Allie states they have gotten a lot of donations to help support the FOHL book sale coming up. An unused spinner rack from the media area was moved to large print for more space. Programming update: Spring programming is under way. The 2018 SLP donation request letter was sent to area businesses on April 6, 2018. It is also noted that there are some left over prize baskets that Allie will double check and that can be used. Allie is meeting with the OWLS graphic designer to get input on more cost-effective ways for marketing for programming as well as printing solutions. Personnel: New staff member hired to fill the part time library assistant position. She has 5 years' experience and started April 2, 2018. All staff hours have leveled out to what they would typically be now that the new staff is on board.

Budget: It is noted that the 2018 budget is on track for the year.

Village Board Representative: Due to P. Lund-Moe and J. Vanden Heuvel getting a seat on the village board A. Habeck will make a final decision on who will represent the library board. Pat and Julie will email him with some suggestions on replacement.

Closure Policy: Allie presented the board with a closure policy. Motion to approve the closure policy with changes noted. 1st M. Lantz 2nd T. Timm. Motion carried unanimously.

Meeting Room Policy: Allie presented the board with a meeting room policy. The board requests having the member sign and agree to the meeting room policies when reserving the meeting room. The members must sign for every reservation made of the meeting room. It is noted to add that meeting room reservations are not to exceed 4 hours daily and that the signature and date line are to be added. Motion to approve the meeting room policy per the stated changes. 1st M. Lantz 2nd K. Ringbauer. Motion carried unanimously.

Motion to approve Payment of Bills and Vouchers: Total of \$60.00 September 2017/March 2018 and \$173.21 Marco for a grand total of \$233.21. 1st P. Lund-Moe 2nd M. Lantz. Motion carried with a roll call vote.

Friends of the Library Update: Meeting 4/10 at 6:30 PM signs/books/brat-bake sale May 11th. Reminder to pick up cake for director welcome. FOHL are selling Enchanted Florist gift certificates for \$25.00 and will donate \$5.00 for every one sold to FOHL.

Future Meeting dates: May 1st at 3:30 P.M.

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Items to add to future agendas:

A: Allie 3-month review (May agenda- June Action)

B: Personnel and employee records file policy- no update

C: Staff pay increases previously deferred (May agenda June Action)

D: May agenda addition: Election of Officers

Motion to adjourn 1st M. Lantz 2nd P. Lund-Moe. Motion carried unanimously.