

Village of Hortonville Library Board

Meeting Minutes May 1, 2018

Meeting was called to order at 3:33 pm by Julie Vanden Heuvel.

Members Present: Mary Jo Lantz, Katie Ringbauer, Julie Vanden Heuvel, Veronica Woodward, Anne Bohman, Pat Lund-Moe and Allie Krause Hortonville Library Director.

Excused: Todd Timm

Motion to approve minutes from April 10, 2018 meeting with spelling correction. 1st M. Lantz 2nd K. Ringbauer. A. Bohman and V. Woodward Abstained. Motion carried unanimously.

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 M Lantz 2nd P. Lund-Moe. Motion carried with a roll call vote.

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

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

Directors Report.: The rock painting has been switched to the end of summer party Aug 18, 2018. The 2018 Summer library program informational pamphlet has been given to the OWLS graphic designer to improve it and be more cost effective. The them is “Libraries Rock “– A finalized copy will be to Allie by May 14, 2018. Printed copies will be distributed to the head of household list through the schools that following week. HES requested that they again schedule their annual walking field trip to the library at the end of the school year- Dates as follows May 30, 2018, May 31, 2018 and Fri June 1, 2018. Official sign up for the 2018 Summer Library Program will begin May 29, 2018 with the program beginning June 11, 2018. Allie shared promotional posters for 2 summer programs with the board. Patron records will be updated on a yearly basis vs. 18-month basis.

Village Board Representative Update- None adding to June agenda

Motion to defer Election of Library Board Officers and committee appointments to the June meeting. 1st A. Bohman 2nd P. Lund-Moe. Motion carried unanimously.

OWLS Membership Agreement: No changes from Allie. Motion to approve OWLS membership. 1st K. Ringbauer 2nd P. Lund-Moe. Motion carried with a roll call vote.

Staff Pay Increases previously deferred: Motion to approve a raise for Peg from \$10.30 to \$10.60 retroactive from Jan. 1, 2018 to May 1, 2018 due to her review being postponed. 1st M. Lantz 2nd V. Woodward. Motion carried with a roll call vote.

Staff Position description review: A. Bohman will work with Allie to create one position for Library Assistant vs. the 3 there currently are. Allie and Anne will present at the June meeting for approval.

Motion to approve Payment of bills and vouchers in the amount of \$11,952.25 for a total of 3 invoices which included the OWLS memberships dues. 1st P. Lund-Moe 2nd A. Bohman. Motion carried with a roll call vote.

M. Lantz excused at 4:40 P.M.

Board Packet Format: Julie wanted to know if the board is interesting in having the packet digitally instead of printing it. Julie was the only one interested and Allie will get her a digital copy moving forward.

Friends of the Library Update: P. Lund- Moe talked about the Book-Brat-Bake Sale coming up May 11 &12 and the need for volunteers for all days yet including May 10th for set-up.

Urban Forestry Update: Branching out community day to be held May 12, 2018.

Future Meeting Dates: June 5th @ 3:30 P.M. Community Room

Items to add to future agenda:

A: Review timelines – June action item.

B: Summer hours review

C: Review strategic plan

D: Village Board Representative Update

E: Election of Library Board positions

F: Review door counts.

G: Review and Update Library Assistant Job descriptions

Motion to adjourn @5:10 P.M. 1st K. Ringbauer 2nd V. Woodward. Motion carried unanimously.

Minutes submitted by Katie Ringbauer Hortonville Public Library Board Secretary