

Village of Hortonville Library Board

Meeting Minutes 06/05/2018

Meeting was called to order at 3:34 pm by Vice President Pat Lund-Moe

Members present: Mary Jo Lantz (left at 4:55 pm), Veronica Woodward, Anne Bohman, Pat Lund-Moe, Todd Timm (via phone), Lex Jandourek

Members excused: Katie Ringbauer (resigned from library board)

Minutes from May meeting were reviewed. Motion: Veronica, Seconded by: Anne; minutes were approved unanimously.

Public Comment - none

Allie gave her directors report – see report for details

*Board asked Allie to check with Diane or Libby or Jane regarding possible staff hour increase

*Question was raised regarding equipment maintenance line item – board suggested Allie talk to Libby to see if copy machine bill is being paid out of right account or if money needs to be moved within budget – Allie will report back in July

Village Board Representative – Al Halbeck has assigned Pat Lund-Moe so Julie V will have to step down. Thank you Julie for all your help on the library board and thank you Pat for your continued service.

Election of Officers

President – Todd Timm

Vice President – Mary Jo Lantz

Secretary – Veronica Woodward

Motion: Anne, Seconded by: Pat Motion carried with a roll call vote

Committee Appointments –

Finance Committee – Mary Jo and Veronica

Personnel Committee – Pat and Anne

Trustee Essentials – pushed back to July meeting

OWLS membership agreement – Allie will have Todd sign

Staff position description – Personnel Committee updated the Library Assistant job description. Motion to approve new job description Mary Jo, Seconded Anne. Motion carried unanimously. Allie will share with staff.

Staff review - board made the decision to leave as stated in the Personnel Addendum.

Summer Hours – hours are currently printed on all marketing material so they will stay as is for the summer. Board highly recommends the possibility of at least one day opening earlier. Moved to the July agenda for more discussion.

2018 Library closed dates – Sept 1, 3, November 22,23,24 Motion to approve Pat, Seconded Anne. Motion carried unanimously.

Payment of bills/vouchers – Motion to approve payment of bills and vouchers in the amount of \$1157.97 (Pat will take background check invoice to village for further clarification) Motion Mary Jo, Seconded Pat. Motion carried with a roll call vote.

Friends of the Library update – The May book sale brought in over \$900. The library was asked for a wish list of items to purchase. There is over \$2000 in the treasury.

Urban Forestry update – May 12th Branching out in your Community event was well attended.

Future meeting dates – Next meeting is July 10 at 3:30. Discussion on leaving the meeting time at 3:30 for the summer months.

Meeting Adjourned - 5:18 pm

Future Agenda Items:

New Trustee update

Change of hours

Update on copier bill – moving of funds

Trustee Essentials

Personnel and employee records file policy – Allie will bring next month

Strategic Plan -- September

Submitted by: Mary Jo Lantz