

Village of Hortonville Library Board

Meeting Minutes 12/04/2018

Meeting was called to order at 3:30 pm by President, Todd Timm

Members present: Lex Jandourek, Kay Forton, Pat Lund-Moe, Veronica Woodward, and Jenna Foth.

Members excused: Mary Jo Lantz

Also in attendance: Allie Krause

Minutes from November 6th meeting were reviewed. Motion to approve minutes by: Pat; Seconded by Kay. Minutes were approved unanimously.

Agenda changes – none

Public Comment – Allie thanked the board for the support she has received over the past couple of weeks.

Motion to move into Closed Session under 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 by Veronica; Seconded by Jenna. Motion passed unanimously by roll call vote.

Lex motioned to return to open session; Seconded by Pat. Approved unanimously by roll call vote.

Motion to approve proposed payroll changes as discussed in closed session and to review payroll again in six months by Kay; Seconded by Pat. Approved unanimously by roll call vote.

Allie gave her Director's report – see report for details.

Allie also completed her coursework for certification.

2018 Budget Carryover – Discussion concerning the amount of money that remains in the payroll account for this budget year. Motion to move \$28,000 to a Capital Improvement/Reserves Fund by Jenna; Seconded by Pat. Approved unanimously by roll call vote.

OWLS Board Visit Update – 2 to 4 OWLS board trustees will be visiting on March 5th.

Trustee Essentials – Discussion of Trustee Essentials #6 led to a discussion about the Library Director review process.

- The Personnel committee will give a confidential survey to staff to fill out before the January meeting.
- Allie will fill out the self-evaluation for the January meeting.

Discussion of Trustee Essentials #7 led to a discussion of Personnel policies.

- The library has been waiting for the village to update their personnel policy.
- Allie will look at other library personnel policies.

Trustees will will read chapters 8 & 9 to discuss next month.

Pat left at 5:01.

Payment of bills/vouchers -- Motion to approve bills/vouchers in the total amount of \$5,545.44 by Veronica ; Seconded by Kay. Approved unanimously by roll call vote.

Friends of the Library update by Lex:

- No December meeting
- Membership renewal letters were mailed out
- Next meeting will be January 9th at 6:00.

Future meeting dates – Next meeting is Tuesday, January 8th at 3:30.

Meeting Adjourned – Motion to adjourn at 5:08 pm by: Jenna ; Seconded by Veronica. Approved unanimously.

Future Agenda Items:

Trustee Essentials 8 & 9

Policy to update/review (one each month)

Director Review – January & February (closed sessions)

Annual Report Approval – February

OWLS Board visit - March

Submitted by: Veronica Woodward