

## Village of Hortonville Library Board

### Meeting Minutes 2/05/2019

Meeting was called to order at 3:30 pm by Vice President, Mary Jo Lantz.

Members present: Lex Jandourek, Kay Forton, Pat Lund-Moe, and Veronica Woodward. Todd Timm arrived at 3:31.

Members excused: Jenna Foth

Also in attendance: Allie Krause, David DeTroye, and Nathan Treadwell

Minutes from January 8th meeting were reviewed and approved. Motion to approve minutes by Pat; Seconded by Kay. Motion carried.

**Agenda changes** – Motion to move the closed session up in the agenda, just after the payment of bills and vouchers and move the Director's report and Trustee Essentials review to after we return to open session by Mary Jo; Seconded by Pat. Motion carried.

**Public comment** – Nathan said the Village has a new video camera system that we can use to record and post meetings.

**2018 Annual Report** – OWLS has approved our annual report. Bradley had a few concerns. The main one included our lender-borrower ratio which is currently .5 and should be 1. Collection development is needed to improve this ratio. Other areas of some concern were in terms of staffing FTEs and salaries. Motion to approve the Public Library Annual Report for the Year 2108 by Todd; Seconded by Mary Jo. Motion carried.

**Patron Responsibility and Conduct Policy** – Motion to approve the Patron Responsibility and Conduct Policy by Mary Jo; Seconded by Kay. Motion carried.

**Interlibrary Loan (ILL) Policy** – Motion to approve the ILL policy as presented with a change to item 8 to read "Patrons may request more than one copy of an ILL item at the discretion of the Library Director." by Mary Jo; Seconded by Veronica. Motion carried.

**Village of Hortonville Personnel Policy** – David discussed a change that he will be bringing to the Village Board in terms of the Personnel Policy. The change applies to staff who are currently classified as permanent part-time employees and are receiving sick time, vacation time, and holiday time off through the village. The proposed change would eliminate these benefits. Of the 4 employees affected, 3 are Library employees. Together, the 3 Library employees have accumulated \$5,808 in benefits that could be paid out at 100%. The other option is to offer the employees a pay increase. The plan is to have a change approved by the Village board in March and to implement the new Personnel Policy effective April 1. Personal time that library employees receive will still be determined by the Library Board.

**Payment of bills/vouchers** -- Motion to approve bills/vouchers in the total amount of \$1,900.42 by Mary Jo; Seconded by Veronica. Approved unanimously by roll call vote.

**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 Pat ; Seconded by Mary Jo. Motion passed unanimously by roll call vote.

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

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

**Trustee Essentials** – Discussion of Trustee Essentials 10 and 11. Trustees will read Essentials 12 & 13 to discuss next month.

**Friends of the Library update**

- Friends provided coffee & lunch for the staff inservice
- Last month Friends discussed fall fundraisers and the upcoming book sale
- Memberships are coming in
- Next meeting is Wednesday, February 13 at 6:00.

**Future meeting dates** – Next meeting is Tuesday, March 5<sup>th</sup> at 3:30.

**Meeting Adjourned** – Motion to adjourn at 5:52 pm by Pat; Seconded by Veronica. Approved unanimously.

**Future Agenda Items:**

Library Personnel Benefits (Personal time)

Trustee Essentials 12 & 13

OWLS Board visit - March

Director Compensation - April

Submitted by: Veronica Woodward