

January 25, 2022

Hortonville Public Library Board of Trustees Meeting Minutes

4:00pm – Convened in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. The meeting was called to order at 4:03pm by President Michael Wirkus
- II. Roll Call:
 - a. Members Present: Todd Timm, Michael Wirkus, Veronica Woodward, Pat Lund-Moe, Lex Jandourek and Jenna Foth
 - b. Members Absent: N/A
 - c. Also in attendance: Allie Krause (Library Director), Jeanne Bellile (Village President).
- III. Approve Minutes from December 28, 2021 Library Board of Trustees Meeting
 - a. Minutes from the December 28, 2021 Library Board of Trustees meeting were reviewed and a motion to approve the minutes was made by Pat, seconded by Lex. Motion carried.
- IV. No Agenda Changes - N/A
- V. No Public Comment - N/A
- VI. Director's report (provided by Library Director)
 - a. Personnel: Allie is scheduling 1:1 meetings with staff members to discuss goals and plans for the upcoming year.
 - b. Programming: reviewed the library spring programming calendar and discussed programming ideas for 2022. Summer reading programming theme will be "oceans of possibilities".
 - c. Statistics: reviewed the included 2021 year-in-review statistics.
 - d. Budget & Revenue: Reviewed included budget and revenue spreadsheet.
- VII. 2021 Payroll compensation
 - a. Reviewed proposed 2021 Employee Back Pay calculations for library staff who's lunch periods were incorrectly calculated on time sheets. A motion was made by Todd to approve the proposed 2021 employee back pay, seconded by Pat. Roll Call Vote: Pat; aye, Lex; aye, Jenna; aye, Veronica; aye; Todd; aye, Mike; aye. Motion carried.
- VIII. 2021 Library Budget Line Amendments
 - a. Reviewed draft budget line amendments. Allie proposed moving budget excess in the amount of \$22,000.00 into a reserve fund. A motion was made by Todd to allocate \$22,000 into the reserve fund for collection development, programming and community outreach and sponsorship programs. Seconded by Pat. Roll Call Vote: Pat; aye, Lex; aye, Jenna; aye, Veronica; aye; Todd; aye, Mike; aye. Motion carried.
- IX. Payment of Bills & Vouchers
 - a. A motion to approve bills and vouchers in the amount of \$2582.88 was made by Pat, seconded by Lex. Roll Call Vote: Pat; aye, Lex; aye, Jenna; aye, Veronica; aye; Todd; aye, Mike; aye. Motion carried.
- X. Friends of the Library Update
 - a. Friends of the library held their annual meeting in December and reviewed budget and membership statistics. Meetings will be held bimonthly on either the first or second Wednesday of the month.
- XI. Future meeting dates
 - a. February 22, 2022 - 4:00pm
- XII. Items to add for future agendas
 - a. Annual Report - February
 - i. Possible Personnel & Finance Committee Meeting prior to February meeting
 - b. Library Strategic Plan Finalization
 - c. Trustee Essential Review
- XIII. Motion to adjourn was made by Veronica at 4:59pm, seconded by Pat. Motion carried.

Posted by: Jenna Foth, Secretary
01/25/2022