

## Village of Hortonville Library Board

### Meeting Minutes 1-7-2020

Meeting was called to order at by Jenna Foth, President at 4:00 p.m.

Members in attendance: Pat Lund-Moe, Jenna Foth, Michael Wirkus, Kay Forton, Veronica Woodward, Todd Timm

Members absent/excused: Lex Jandourek

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President; David DeTroye, Village Administrator; Nathan Treadwell, Deputy Clerk Treasurer

**Minutes** from the December 3, 2019 meeting were approved. Kay moved, Michael seconded, motion passed.

**Agenda Changes**- none

**Public Comment**- none

#### **Director's Report:**

- a. Statistics: 11 new cards in December  
Net Lender/Borrower ratio up to .56  
2019 Circs 86,367; 2018 86,450 (bar graph included, with summer months being highest)  
2019 Items held is 28,227 and 2018: 28,336 (had to do some weeding earlier as out of room in a couple of areas)
- b. Programming: good feedback; December program rescheduled for February; January 13<sup>th</sup> program is set Ornament with seniors, 7 attendees; Legos- 2 families
- c. Miscellaneous: 2019 Annual Report needs to be completed and submitted to DPI by February 29<sup>th</sup>. OWLS needs it 3 days prior to our library board meeting. Will meet on February 11<sup>th</sup> to help with time constraints.  
Carpet Shampooing: 2/3 completed on December 30<sup>th</sup>. Remainder will be done on January 20<sup>th</sup> during staff meeting/closed day.  
ADA: not in compliance in some areas. Reduced depth shelving would increase accessibility by 6" per shelf. Present shelving is not for libraries, was used in a law firm. Cost to replace all shelving would be \$75,000 (per DEMCO). Option would be to have an ADA analysis done to see how it could be rearranged to be compliant. DEMCO provides analysis, as does Bruce Deming who assisted HASD.
- d. YTD Budget & Intake

#### **2019 Budget Line Amendments**

There were excess funds in payroll due to unfilled hours that can be transferred. All payroll for this pay period are on 2020 budget. There will still be an overage, but not by much, after all bills for 2019 are paid.

Motion by Kay, seconded by Michael to approve transfer of funds. Voice vote: Kay: aye; Jenna: aye; Veronica: aye; Pat: aye; Todd: aye; Michael: aye. Motion carried, unanimous vote.

#### **Circulation Policy:**

Same policy most libraries use, only change is that cards expire after one year per state statute. This helps with county funding determination. Motion to approve by Todd, seconded by Michael. Motion passed.

#### **Fines and Fees Discussion (initial discussion only):**

If Appleton library goes fine-free, many of our patrons will go there which would affect our county funding. Allie provided numerous articles to review for a range of opinions. There will still be a charge for damaged or lost materials. Request for breakdown of our intake from fines vs loss/damaged. 465 patrons are blocked from use (account greater

than \$5 limit). One suggestion nationwide is to remove fines on kids' materials. Allie also provided spreadsheets detailing fees/fines owed listed by barcode numbers, as well as articles about libraries that have implemented the no-fine policy. Our library has just over \$1400 in fines, with \$780 owed by one adult/child household. Keep discussion open for future as neighboring libraries are also looking at this option.

**Director Review Timeline Discussion:**

Evaluations need to be distributed to staff, and Allie needs to complete her self-evaluation. Kay and Pat will get the staff evaluations distributed and let them know it's optional and they can also speak with a board member regarding any concerns. We will have a closed session in March to do Allie's review, with staff evaluations and Allie's self-evaluation included.

**Payment of Bills/Vouchers**

\$4351.70 total bills/vouchers. Motion by Todd, seconded by Michael to approve. Voice vote Kay: aye; Jenna: aye; Veronica: aye; Pat: aye; Todd: aye; Michael: aye.

**Friends of the Library Update**

Meeting tomorrow night.

**Future Meeting Dates**

February 11, 2020 4:00 p.m.

**Items to add for future agendas**

- a. 2019 Annual Report-February
- b. Director Review February/March
- c. Strategic Plan
- d. Wisconsin State Library Standards
- e. Fine discussion for mid-year

**Motion to Adjourn by Michael, seconded by Veronica at 5:30 pm to adjourn.**

**Submitted by:**

**Pat Lund-Moe, Secretary**