

**February 24, 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 4:01 by Vice President Veronica Woodward
- II. Roll Call:
  - a. Members Present in Person: Pat Lund-Moe, Christina King
  - b. Members Present via Phone: Veronica Woodward, Jenna Foth
  - c. Members Absent: Todd Timm, Michael Wirkus, Lex Jandourek
  - d. Also in attendance: Allie Krause (Library Director), Jeanne Bellile (Village President).
- III. Agenda Changes: N/A
- IV. Public Comment: N/A
- V. Consent Agenda: a motion to approve items in the consent agenda was made by Pat, seconded by Jenna. Roll Call Vote: Pat; aye, Christina; aye, Jenna; aye, Veronica; aye. Motion carried.
  - a. Library Board of Trustee meeting minutes - January 25, 2022
  - b. Payment of Bills and Vouchers - \$4,956.65
- VI. Directors Report - items from the directors report were discussed and the updated budget spreadsheet was reviewed.
  - a. Personnel
  - b. Programming
  - c. Statistics
  - d. Budget & Revenue
- VII. Discussion and possible action on library closure - April 22, 2022
  - a. The library will have a training on April 22nd that will include all library staff where they will learn more about programming and outreach. A motion was made by Pat to approve the library closure on April 22, 2022, seconded by Jenna. Motion carried.
- VIII. Discussion and possible action on upcoming open position due to employee retirement
  - a. One staff member will be retiring on Friday May 13th, 2022. Job posting and onboarding plans were discussed. Allie will be posting the open position in mid-March to allow for some overlap and training until May.
- IX. Discussion and possible action on 2021 Annual Report
  - a. A motion was made by Pat to approve the 2021 Annual Report, seconded by Christina. Roll Call Vote: Pat; aye, Christina; aye, Jenna; aye, Veronica; aye. Motion carried.
- X. Friends of the Library Update
  - a. The next Friends of the Library meeting will be on March 2nd at 6:00pm, where they will be discussing the upcoming book sale and summer programming.
- XI. Future Meeting Dates
  - a. March 22, 2022 - 4:00pm
- XII. Items to add for future agendas
  - a. Library Strategic Plan Finalization
  - b. Trustee Essentials Review
- XIII. A motion to Adjourn was made by Jenna at 4:29pm, seconded by Pat. Motion carried.