

Village of Hortonville Library Board

Meeting Minutes 02-09-21 via Zoom

Meeting was called to order at by at 4:05 p.m. by Jenna Foth, President.

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

Members absent/excused: Todd Timm, Lex Jandourek

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President

Minutes from the January 5, 2021, correction to attendance: delete one listing of Veronica, and add Kay Forton; were approved with corrections: Veronica moved, Kay seconded, motion passed unanimously.

Agenda Changes: none

Public Comment: none

Director's Report:

- a. Personnel: Part-time position filled by Andi Bryant as of January 12th. Background in graphic design and social media. Staff assisting in book selections for collection.
- b. Curbside services: 765 for 2021; 61 yesterday, which is a daily record. 47 Craft kits being supplied for Valentine's Day. More will be readied for St. Patrick's Day. DPW doing a great job on snow removal.
- c. Capital Improvement Project: Installation delayed until Feb. 15-17th. Re-shelve on Feb. 18th. Resume curbside on Feb. 19th. 41 shelves remain to be sold. Decision on leftover shelves will be on March agenda.
Took in \$2636.35 for re-sale of the shelves, after sales tax, which was included in the \$50 price.
- d. Statistics: 2020: 46,286; 2019: 86,367 (roughly 52% of last year)
Cards: 2021: 4656; 2019: 4952 (some expired, change of agency)
- e. Budget & Revenue: provided on a separate sheet. Civic software will be accessible by department heads in order to monitor budget directly.

Discussion of Director Review Timeline: Evaluation delivered by Pat to staff by Feb. 11th, to be returned to Pat by Feb. 26th. Board return evaluations to Pat by the same date. March 9th meeting will include a closed session to cover Allie's review.

Capital Assets Acquisition & Discard Policy: Included in packet. Motion by Mike, seconded by Veronica to approve Capital Assets Acquisition & Discard Policy as presented. Motion passed unanimously.

OPAC Station Purchase: Seating would meet ADA requirements. Quotes received from The Library Store and DEMCO. Waiting for quote from Gem Custom Cabinets of Hortonville. Suggestion made to order two now to avoid higher shipping costs later.

2020 Annual Report: Resident use is very good in comparison to total population (1688/2786). Kay moved to approve the 2020 annual report, Veronica seconded. Voice vote: Pat, aye; Kay, aye; Veronica, aye; Mike, aye; Jenna, aye. Motion passed unanimously. Library Legislative Days are scheduled for February 17-19, held virtually. Postcards are available through Allie to be mailed by trustees to voice support of library and advocate for funding.

Payment of bills/vouchers: Veronica moved, Mike seconded to approve bills/vouchers in the total amount of \$26,115.67. Voice vote: Michael, aye; Jenna, aye; Kay, aye; Veronica, aye; Pat, aye. Motion passed.

Friends of the Library Update: Purchasing hot chocolate bombs and flowers for staff, to be delivered Thursday. Needs for possible

Future Meeting Dates: March 9, 2021 – 4:00 pm in person, offering Zoom/phone options (April meeting set for April 13th due to elections on April 6th)

Items to add for future agendas:

- a. Library Fines & Collections Plan
- b. Library Director Review
- c. Library Strategic Plan
- d. Wisconsin State Library Standards
- e. Library Shelving Plan
- f. National Library week is April 4-10

Motion to adjourn: Veronica moved, Kay seconded to adjourn, motion passed. Meeting adjourned at 5:34 pm.

Submitted by Pat Lund-Moe, Secretary