

Village of Hortonville Library Board

Meeting Minutes 03/07/17

Meeting was called to order at 3:30 p.m. by President Julie Vanden Heuvel

Members Present: Julie Vanden Heuvel, Mary Jo Lantz, Veronica Woodward, Katie Ringbauer, Pat Lund-Moe, and Anne Bohman; Excused: Heidi Schmidt

Minutes from February 7th meeting were approved. Motion: Anne Bohman, Seconded by: Katie Ringbauer; minutes were approved unanimously.

Bills and vouchers were discussed and reviewed. Vouchers for March totaling \$5,076.49 in expenses were signed. Motion: Katie Ringbauer, Seconded by: Mary Jo Lantz; vouchers approved unanimously.

Rachel gave her Director's Report.

Rachel proposed amended Hiring Policy – changes reflect that background checks will be done by Wons Background Investigation LLC. Motion: Anne B, Seconded by: Katie Ringbauer; policy amendment approved unanimously.

Rachel proposed a hiring procedure. Motion: Anne B, Seconded by: Veronica W; procedure approved unanimously.

Board had a discussion regarding Juvenile Patrons, Rachel proposed a Juvenile Patron Card Policy. This Policy will help get materials in the young patrons hands. In hopes, that the parents will come in to get the official library card. This policy will allow them to check out 1 HPL item with this temporary/limited card. Motion: Veronica W, Seconded by: Mary Jo Lantz; policy approved unanimously.

According to the Personnel Handbook, employees will have a yearly review. Rachel proposed a wage increase for a staff member who is scheduled for her annual review. Motion: Pat L, Seconded by: Katie Ringbauer; wage increase was approved unanimously.

Rachel proposed a budget reallocation of \$500 from travel/seminars account to wages. Motion: Pat L, Seconded by: Veronica W; reallocation was approved unanimously.

Rachel proposed a budget reallocation of \$500 from other supplies/programming account to wages. Motion: Mary Jo Lantz, Seconded by: Pat L; reallocation was approved unanimously.

Rachel gave the board an update on Filters. Board felt at this time it was in the library's best interest to wait until OWLS sends out their recommendations in regards to what software and how to best use filters. Board tabled this discussion until recommendations from OWLS are available.

Pat Lund-Moe gave her Friends of the Library update.

April 22nd is the date for the new staff welcome event. FOL are planning other possible fun activities for that day. Pat will send the board an email after the FOL meeting and let the board know how we can help. Pat will ask a friend to see if she is interested in making cupcakes. Mary Jo is price checking at Sam's Club and Katie Ringbauer is price checking at Cosco.

Future Agenda Items:

- Welcome new staff on April 22nd
- Review by laws
- Update on filters – when OWLS information is available
- Next meeting April 4th at 3:30 p.m.

Email any additional items to Rachel

Motion to adjourn by Katie Ringbauer; Seconded by: Pat Lund-Moe; meeting was adjourned at 5:01 pm.

Submitted by Mary Jo Lantz