

March 22, 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 4:00 by Vice President Veronica Woodward
- II. Roll Call:
 - a. Members Present in Person: Veronica Woodward, Pat Lund-Moe, Todd Timm, Christina King, Lex Jandourek
 - b. Members Absent: Mike Wirkus, Jenna Foth
 - c. 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 Todd. Roll call vote: Pat, aye; Todd, aye; Christina, aye; Lex, aye; Veronica, aye. Motion carried.
 - a. Library Board of Trustee meeting minutes - February 24, 2022
 - b. Payment of Bills and Vouchers - \$15,646.00
- 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 Board Trustee terms
 - a. We have expired terms. The county position is open, with Veronica expressing desire to be off the Board. Lex offered to stay on until 2024 pending Village Board approval. We will post the opening on Facebook and put signage in the library for applicants for the position.
- VIII. Discussion and possible action on Library Board MiViewpoint training
 - a. This is a training on how to look at budget numbers on the budget software with an option to log-in.
- IX. Discussion and possible action on Library Director evaluation
 - a. Pat will get evaluation forms out to Library employees. Trustees will email evaluation forms to Pat to compile for the April meeting. Allie will fill out a self-evaluation. There will be a closed session for the review.
- X. Discussion and possible action on UMS collections agency process
 - a. Due to new computer software, we need to address outstanding accounts with the possibility to close them out. Allie will bring numbers and dollar amounts to the April meeting.
- XI. Friends of the Library Update
 - a. The book sale will be Friday, May 13th and Saturday, May 14th. We're putting out information for the Summer Rec scholarship program.
- XII. Future Meeting Dates
 - a. April 26, 2022 - 4:00pm
- XIII. Items to add for future agendas
 - a. Library Director evaluation
 - b. Library Strategic Plan Finalization
 - c. Trustee Essentials Review
- XIV. A motion to Adjourn was made by Todd at 4:52pm, seconded by Pat. Motion carried.

Written by: Lex Jandourek

Formatted by: Allie Krause, Library Director

04/06/2022