

## **APPROVED -Village of Hortonville Library Board**

### **Meeting Minutes 03-09-21**

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

Members in attendance: Veronica Woodward, Michael Wirkus, Jenna Foth, Lex Jandourek, Pat Lund-Moe

Members absent/excused: Todd Timm

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

**Minutes** from the February 9, 2021, correction to attendance: Add roll call vote for vouchers. Veronica moved, Michael seconded to approve minutes from 2/9/21 with corrections noted. Motion passed.

**Agenda Changes:** none

**Public Comment:** none

**Library Member Update:** Kay has resigned from the Library Board effective immediately. Jenna reached out to a potential member and they will talk when she returns from her vacation. Michael offered to mention the opening at the next PTO meeting as well.

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

- a. Personnel: no updates
- b. Curbside services: 1362 as of this morning; St. Patrick's Day and spring craft kits available for pick-up
- c. Capital Improvement Project: Shelving completed. Increase in floor space and shelving room. Provides a more open feel and look. 17 old shelves remain, library may use 2 for new items. Remaining shelves have some scratches which might have to be re-priced. Net income from shelves was \$4970.70.
- d. Statistics: About 50% of last year, due to COVID shut-downs, but curbside has been very busy. Circulation ratio is up, which is good. At .63 as of February 2021, up from .52 last February. Closer to 1.0 the better. Approximately 200 more titles held than last year.
- e. Budget & Revenue: Expected OWLS expenses arrived, so some lines are maxed out due to the annual expenses. Budget and revenue spreadsheets were provided by Director

**Library Service Level Change:** Most libraries are open for browsing at this point. Library staff may be in the next tier of vaccine recipients. Nationally, library staff are considered educators, but state here is not considering them as that level. Main concern of the staff is people not wearing or refusing to wear masks. Recommend that a script be developed to assist the staff with talking points for difficult situations. Offer curbside for people who do not wear masks as an option. Plan for opening to the public on March 22<sup>nd</sup>.

#### **Capital Asset Discard**

- a. **Spinner Racks:** Paperbacks are now in the shelves, so 8 spinner racks are available. Cost was \$50 each, attempt resale for that amount on List-serve.
- b. **3 red chairs:** offer for sale for \$10 each

- c. **Tables:** 2 medium size tables will be offered for \$250 each and one tall table with inlaid chess board with two chairs will be offered for \$125.
- d. **Children's Seating:** 4 vinyl chairs, peeling on most, ripped on one. Best offer or free to a good home.

**Library Fines & Collections:**

- a. **Library Overdue Fines:** Fines can be assessed again. Return date can be adjusted. Lex moved, Michael seconded to reinstate the fine policy as before closure. Voice vote: Lex, aye; Pat, aye; Michael, aye; Veronica, aye; Jenna, aye; Motion passed.
- b. **UNIQUE Collections Agency:** Michael moved, Pat seconded to reinstate UNIQUE as our collection agency. Voice vote: Lex, aye; Pat, aye; Michael, aye; Veronica, aye; Jenna, aye; Motion passed.

**Payment of bills/vouchers:** Veronica moved, Michael seconded to approve the vouchers in the amount of \$16570.37. Voice vote: Lex, aye; Pat, aye; Michael, aye; Veronica, aye; Jenna, aye; Motion passed.

**Motion to Move into Closed Session:** Pat moved, Michael seconded to move into closed session **per State Statute 19.85 (c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Voice vote: Lex, aye; Pat, aye; Michael, aye; Veronica, aye, Jenna, aye. Motion passed. Went into closed session at 5:12pm.

**Motion to Move into Open Session:** Veronica moved, Michael seconded to return to open session. Voice vote: Lex, aye; Pat, aye; Michael, aye; Veronica, aye; Jenn, aye;

**Motion to take action on any matters discussed in closed session:** none

Jenna Foth, President, excused at 6:20 pm. Veronica Woodward, Vice President, continued the meeting.

**Friends of the Library Update:** Donation received from Twinkle in Her Eye fund. Friends meeting set for the 25<sup>th</sup> at 6pm.

**Future Meeting Dates:** April 13, 2021 – 4:00 pm

**Items to add for future agendas:**

- a. OPAC Station Purchase
- b. Library Strategic Plan
- c. Wisconsin State Library Standards

**Motion to adjourn:** Michael moved, Lex seconded to adjourn, motion passed. All in favor, motion passed. Meeting adjourned at 6:28 pm.

Submitted by Pat Lund-Moe, Secretary