

**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 4:05 by President Mike Wirkus
- II. Roll Call:
  - a. Members Present: Veronica Woodward, Pat Lund-Moe, Christina King, Lex Jandourek, Mike Wirkus
  - b. Members Absent: Todd Timm
  - c. Also Present: Allie Krause (Library Director), Nathan Treadwell (Village Administrator)
- III. Agenda Changes: N/A
- IV. Public Comment: Nathan would like to participate in the beginning of the closed session to provide feedback for Allie.
- V. Consent Agenda: a motion was made by Pat to approve the consent agenda, seconded by Jenna. Roll call vote: Pat, aye; Mike, aye; Christina, aye; Lex, aye; Veronica, aye; Jenna, aye. Motion carried.
  - a. Library Board of Trustees Meeting Minutes – March 22, 2022
  - b. Payment of Bills and Vouchers
- VI. Directors Report (provided by the library director)
  - a. Personnel: three interviews have been conducted so far for open positions. Allie and the staff attended the Hoot-con conference on Friday April 22<sup>nd</sup>.
  - b. Programming: reviewed the May programming calendar. The library will be closed on Monday, May 30<sup>th</sup>.
  - c. Statistics: Circulation is close to pre-pandemic numbers. Reviewed statistics from 2019 and 2020 in comparison. The library is seeing an increase in users due to the temporary closure of the Appleton Library. Allie is considering adding additional shelving for library holds.
  - d. Budget & Revenue: Reviewed updated budget spreadsheet.
- VII. Presentation and recommendation from the Library Board of Trustees Personnel and Finance Committee
  - a. April 19, 2022 meeting minutes included within the meeting packet: Reviewed meeting minutes and recommendations for the Library Board of Trustees.
- VIII. Discussion and possible action on library staffing levels/hiring position: a motion was made by Jenna to approve the new proposed Programming and Outreach Coordinator position with a starting wage of \$17 per hour for 20 hours per week, and in addition fill the library assistant position at a starting wage of \$14 per hour for 22 hours per week. Seconded by Lex. Roll Call Vote: Pat, aye; Mike, aye; Christina, aye; Lex, aye; Veronica, aye; Jenna, aye. Motion carried.
- IX. Discussion and possible action on library position job description: a motion was made by Veronica to approve the Programming and Outreach Coordinator proposed position description. Seconded by Pat. Roll Call Vote: Pat, aye; Mike, aye; Christina, aye; Lex, aye; Veronica, aye; Jenna, aye. Motion carried.
- X. Friends of the Library Update: next meeting is Wednesday, May 11<sup>th</sup> at 6:00pm in the community center. The Friends of the Library Book Sale is on May 13-14.
- XI. Future Meeting Dates
  - a. May 24, 2022 – 4:00pm
- XII. Items to add to future agendas
  - a. Library Strategic Plan Finalization
  - b. Trustee Essentials Review – May
- XIII. Motion to move into closed session: a motion was made by Veronica to move into closed session at 5:07pm. Seconded by Pat. Roll Call Vote: Pat, aye; Mike, aye; Christina, aye; Lex, aye; Veronica, aye; Jenna, aye. Motion carried.

**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 exercise responsibility.**

- XIV. Motion to move into open session: a motion was made by Jenna at 6:39 pm to move into open session. Seconded by Pat. Roll Call Vote: Pat, aye; Mike, aye; Christina, aye; Lex, aye; Veronica, aye; Jenna, aye. Motion carried.
- XV. Motion to take action on any matters discussed in closed session: N/A
- XVI. Motion to adjourn: A motion to adjourn was made by Pat at 6:41pm, seconded by Veronica. Motion carried.

Posted by: Jenna Foth, Secretary

04/26/2022