

APPROVED -Village of Hortonville Library Board

Meeting Minutes 05-04-2021

Meeting was called to order at by at 4:02 p.m. by Jenna Foth, President.

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

Members absent/excused: none

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President; Angela Schiedermayer, new member to be appointed at next board meeting.

Minutes from the April 13, 2021 meeting were approved, Todd moved, Veronica seconded.

Agenda Changes: none

Public Comment: none

Director's Report:

- a. Personnel: One employee has given informal final date of employment for the end of May. Allie is waiting for a formal letter of resignation. Another employee will assume that position at 26 hours, then need to hire for a 20 hr/week position.
- b. Curbside services: Some as high as 9-10 daily, others 1 or 2. Appreciation expressed for being open inside.
- c. Programming: On-line use is dwindling, which is consistent with all OWLS libraries. Planning summer programming now, with 4 prize baskets, one for each age group. End of summer program/drawings format to be determined.
1000 books before Kindergarten: large tree being purchased by Miron. Have found sources to purchase books in bulk.
Crafts have been a huge success, with 965 kits year-to-date.
Laptops donated by Friends of Appleton Library available for check-out. Patrons cannot save data on them, so a jump drive is needed for that purpose. Allie suggested this could be a possible idea for a fundraiser.
- d. Statistics: April: 5000 circs, just shy of 15,000 so far this year. Circ ratio down to .64, due to Appleton offering more. Added 200 items in last month to our collection. HPL holds 2% of OWLS items, which is very good in comparison to others our size.
- e. Budget & Revenue: Still on track for the year. Office and Supply line is high due to shelving expense. Using more money from Programming budget line to be more in line with budgeted amount for year. New software through Village allows Allie to see budget status on a daily basis.

Library Closed Dates: Motion by Lex, seconded by Michael to be closed on the following Saturdays: May 29th, June 12th, July 3rd, September 4th, November 27th, and December 25th.

Discarding Capital Assets: Spinner shelves and large tables have been advertised but there has been no interest. Allie will post on Facebook Marketplace and Craig's List.

Payroll Clarification: Village Employees have 11 paid holidays, with 2 floating. Library has 8 and no floating. Payroll clerk is questioning the discrepancy. Todd moved to assure Allie's vacation/holiday benefits match the other fulltime Village employees. Mike seconded. Voice vote: Pat, aye; Lex, aye; Todd, aye; Jenna, aye; Veronica, aye; Mike, aye.

Payments of bills/vouchers: Pat moved, Veronica seconded to approve voucher/invoice total of \$2052.22. Voice vote: Pat, aye; Lex, aye; Todd, aye; Jenna, aye; Veronica, aye; Mike, aye. Motion approved.

Friends of the Library update: Booksale being conducted in the hallway. Meeting today to discuss assisting with monetary donations for Summer Rec Program sponsorships.

Future Meeting Dates: June 1, 2021 – 4:00 pm

Items to add for future agendas:

- a. Library Strategic Plan-
- b. Wisconsin State Library Standards
- c. Annual meeting

Motion to adjourn: Mike moved, Lex seconded to adjourn. Motion passed. Meeting adjourned at 4:35 pm.

Submitted by Pat Lund-Moe, Secretary