



July 27, 2021

Hortonville Public Library Board of Trustees Meeting Minutes

The meeting was called to order at 4:03 pm by President, Michael Wirkus

Members Present: Michael Wirkus, Todd Timm, Veronica Woodward, Pat Lund-Moe, Angela Schiedermaier, Lex Jandourek, Jenna Foth.

Also in attendance: Allie Krause (Library Director); Jeanne Bellile (Village President); Nathan Treadwell (Village Administrator)

Minutes from the June 29, 2021 meeting were reviewed and approved. Motion to approve the minutes was made by Todd; seconded by Pat; motion carried.

Agenda Changes: No Agenda Changes

Public Comment: No Public Comment

Directors Report

- a) **Personnel:** a new part-time employee (Brandy) was hired and started at the library on July 20th.
- b) **Curbside services:** service numbers are down this month, with a total of six. The library will not continue to advertise curbside services at the same level due to lack of demand and will focus on promoting other library services instead.
- c) **Programming:** The summer library program has a total of 625 registrations as of 7/26/2021. Story time has also been doing well – and Dana has been recruiting speakers and guests. Dana was also a part of an interview with WFRV that highlighted library services, which has led to additional interest in the summer reading program.
- d) **Statistics:** Circulations are up since re-opening to the public, but the circulation ratio is still dipping (0.61 to date). Allie sent a note to OWLS for help on improving the circulation ratio and has also placed larger book orders to supply more items to the OWLS system and boost the library circulation ratio. Total number of circulations overall remains high, and the number of digital uses is also high. Digital uses are now used to help calculate the library circulation ration, which should also lead to an improvement. The library has registered 143 new cards since the start of the summer reading program.
- e) **Budget & revenue:** reviewed the updated budget spreadsheet.

OWLSnet Automation Agreement: This agreement is sent by OWLS every three years for each library in the OWLS network to review and sign. This agreement will remain in place until December 2024. Motion to approve and sign the agreement was made by Veronica; seconded by Jenna; Roll Call Vote: Lex, aye; Pat, aye; Angie, aye; Todd, aye; Veronica, aye; Mike, aye; Jenna, aye. The agreement will be signed by Mike on 7/27/2021 and submitted to OWLS by Allie.

2022 Budget Lines (Nathan Treadwell): Nathan proposed removing the library director's payroll out of the typical 110 payroll line and creating a separate payroll line, which is aligned with the rest of the



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village heads of department. Nathan also proposed the library add a line item for property and liability insurance, adding \$570.50 to the existing 312 line for the cost of the civic accounting software used for payroll. The village has already implemented these budget changes for 2022. A motion was made by Pat to add the budget line item for property and liability insurance; second by Todd; Roll Call Vote: Lex, aye; Pat, aye; Angie, aye; Todd, aye; Veronica, aye; Mike, aye; Jenna, aye. Motion carried. A motion was made by Angie to remove the library director's payroll from the 110-payroll line and create a separate payroll line item; second by Veronica; Roll Call Vote: Lex, aye; Pat, aye; Angie, aye; Todd, aye; Veronica, aye; Mike, aye; Jenna, aye. Motion carried.

Employee Clothing Allowance: Nathan proposed the library approve a clothing allowance for each new village employee in the amount of \$150.00 to cover the cost of shirts embroidered with the village logo. Shirts will be provided by Fox Cities Embroidery. This clothing allowance would occur every five years. This clothing allowance is pending and will be discussed at the next Village Board meeting. If approved, the Village also plans to cover the initial clothing allowance for current village employees. A motion was made by Todd to approve the employee clothing allowance pending Village Board approval; Lex seconded; Roll Call Vote: Lex, aye; Pat, aye; Angie, aye; Todd, aye; Veronica, aye; Mike, aye; Jenna, aye. Motion carried.

Payment of bills/vouchers: A motion to pay bills in the total of \$2,328.55 was made by Todd; seconded by Pat; Roll Call Vote: Lex, aye; Pat, aye; Angie, aye; Todd, aye; Veronica, aye; Mike, aye; Jenna, aye. Motion carried.

Friends of the Library update: FOHL met on 7/26/2021. A small amount of money was taken in from the book sale, one family had a fundraiser and donated \$22 to FOHL. TV and wall mounts were purchased for the library. The end of summer party is on Saturday, August 14 from 10:00am – 11:30am with prize drawings at 11:30am. Dilly bars will be purchased by FOHL to hand out, and six different games and activities will be available. FOHL is also participating in the National Night Out on August 3, 2021, from 5:00pm – 7:00pm, and FOHL is looking for volunteers for games and face painting. FOHL also took games and activities to Hortonville Homecoming, and took in around \$140.00.

Future meeting dates: The next meeting is on August 24, 2021- 4:00pm

Future Agenda Items:

- 2022 Budget Planning
- Library Strategic Plan
- Wisconsin State Library Standards

Motion to adjourn the meeting was made by Angie at 4:35pm; seconded by Pat; Motion carried.

Submitted by: Jenna Foth