



Tuesday, August 24, 2021

Hortonville Public Library Board of Trustees Meeting Minutes

The meeting was called to order at 4:00pm by President, Michael Wirkus

Members Present: Michael Wirkus, Veronica Woodward, Pat Lund-Moe, Lex Jandourek, Jenna Foth. **Also in attendance:** Allie Krause (Library Director), Jeanne Bellile (Village President), Nathan Treadwell (Village Administrator)

Minutes from the July 27, 2021 meeting were reviewed and approved. Motion to approve the minutes was made by Veronica, seconded by Pat. Motion carried.

Agenda Changes: No Agenda Changes

Public Comment: No Public Comment

Directors Report

- a) **Personnel:** Beth retired effective 8/12/2021. Allie is considering hiring from the existing pool of applicants versus reposting the position to get new candidates. The library closed early Wednesday, August 18th – Friday, August 20th and was closed all day Saturday, August 21st due to staffing shortages.
- b) **Programming:** Summer program has wrapped up with the end of summer party which had approximately 30 people in attendance. Allie and staff are working on fall programming ideas and considering outdoor and virtual programming options.
- c) **Statistics:** The library circulation ratio has been going down despite purchasing items. OWLS suggested focusing on high demand hold items and not as many new items for our shelves. Allie and Nathan are meeting with Wolf River Bank in Mid-September to discuss donations for the children's center.
- d) **Budget & Revenue:** reviewed the updated budget spreadsheet.

Personnel Discussion

Staffing Levels: Discussed staffing level to cover short-staff events in the future. Allie reached out to other area libraries to see if we could pool substitutes, however there may be a challenge with scheduling and payment from OWLS. Allie will meet with the Personnel and Finance committee to discuss staffing options as well as budget items.

Payment of bills/vouchers: A motion to pay bills in the total of \$2,883.77 was made by Pat, seconded by Lex. Roll Call Vote: Lex, aye; Pat, aye; Veronica, aye; Mike, aye; Jenna, aye.

Friends of the Library update: Friends sponsored games and face painting at National Night Out. A book sale will take place in the spring, and the friends of the library plan to help sort through donations as they come in.

Future meeting dates: The next meeting is on September 28, 2021- 4:00pm

Future Agenda Items:

Payroll Changes
Finance & Personnel Committee Meeting Report
2022 Budget Planning
Library Strategic Plan - December
Wisconsin State Library Standards – December

Motion to adjourn the motion to adjourn was made by Veronica at 4:39 pm, seconded by Jenna; motion carried.

Submitted by: Jenna Foth