

August 2, 2022

Hortonville Public Library Board of Trustees Meeting Minutes

4:00pm- Convenes in Municipal Services Center Community Room; 531 N Nash St. Hortonville, WI

- I. Call to Order: Meeting was called to order at 4:01 by President Mike Wirkus
- II. Roll Call
 - A. Members Present: Christina King, Lex Jandourek, Mike Wirkus, Todd Timm, Pat Lund-Moe
 - B. Members Absent: Jenna Foth
 - C. Also in Attendance: Allie Krause (Library Director), Jeanne Bellile (Village President)
- III. Agenda Changes: none
- IV. Public Comment: none
- V. Consent agenda: Christina/Lex move to approve the consent agenda which included 6/28/2022 meeting minutes and payment of bills and vouchers in the amount of: \$3438.74.
Roll Call vote: Lex, aye; Christina, aye; Mike, aye; Todd, abstain; Pat, abstain (both due to absences on 6/28)
- VI. Director's Report:
 - A. Personnel: determining best timeline to implement posting of vacant position
 - B. Programming: Summer has been successful with over 500 attendees at programs. Discussing continuing some programs throughout the year. Sarah B is working with Senior Activities Committee, FOHL and others to discuss options. Outreach planned at Greenville Farmer's Market on 8/3.
 - C. Statistics: July 8085; YTD: 46,631; July circ ratio: .55; YTD:.63. Total cards held in Q2 4920
 - D. Budget & Revenue: We are 58% of the way through the year and are at 50% of budget spent. Brief discussion of fines and fine free policies. Some pushback from patrons as other libraries have gone fine-free.
 - E. Continuing Education: Allie registered for "Personnel Management" through UW Madison iSchool 10/31-12/11/22. Also considering "Community-Centered Planning" as a joint effort between Allie and Sarah B.
- VII. 2023-2025 OWLS Membership Agreement: Todd/Pat moved and seconded to approve. Motion carried.
- VIII. Preliminary 2023 budget: First draft is a \$4,613 increase over 2022. Most of the increase is in the staff payroll area due to new position. Discussed potential 2% wage increase for staff. Health coverage may be increasing 10%. Allie will be talking to staff about this in a future staff meeting.
- IX. Open Part-time Library Assistant Position: Pat/Lex moved/seconded to approve Allie posting and filling this position at 15-20 hrs/week with "high school diploma preferred" in the wording. This will open up possibility of high-school age students applying. Flexibility in range of hours will provide for needed coverage due to staff person's extended absence, and other coverage gaps.
- X. Discussion/review of Trustee Essentials #8 and #9 covering budgets and strategic plans.

- XI. FOHL update: \$500 for purchase of folding tables approved. Will be providing ice cream and toppings and candy for prizes at the End of Summer Party, allotting \$100. Acted as fiscal agent for the Summer Recreation Scholarship Fund, utilized by 10 children from 3 families. Next meeting is September 14th at 6pm.
- XII. Future meeting dates:
 - a. August 30, 2022 4pm
 - b. September 27, 2022 4pm: Bradley Shipps of OWLS attending
- XIII. Items to add for future agendas:
 - a. Library Strategic Plan Finalization
 - b. Fine-free policies discussion
- XIV. Motion to adjourn: Pat/Todd. Motion carried.

Submitted by Pat Lund-Moe