



Tuesday, September 28, 2021

Hortonville Public Library Board of Trustees Meeting Minutes

The meeting was called to order at 4:02pm by President, Michael Wirkus

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

Also in attendance: Allie Krause (Library Director), Jeanne Bellile (Village President)

Minutes from the August 24, 2021 meeting were reviewed and approved. Motion to approve the minutes was made by Angela, seconded by Pat. Motion carried.

Agenda Changes: No Agenda Changes

Public Comment: No Public Comment

Directors Report

- a) **Personnel:** Allie has received 5 applications for the part-time library assistant position, and will schedule interviews within the next week.
- b) **Programming:** The staff is working to develop children's story time programming. The library is also planning a spooky library walk in October.
- c) **Statistics:** circulation is doing well, and is up from last year. There has also been an increase in Saturday usage. Allie has also been working with Nathan & Wolf River Bank to see if they will continue to sponsor the children's area. Looking at re-naming and re-decorating the children's area. Allie & Nathan are working on an updated naming agreement and timeline.
- d) **Budget & revenue:** reviewed the updated budget spreadsheet.

Payment of bills/vouchers: A motion to pay bills in the total of \$3, 018.47 was made by Todd and seconded by Pat. Roll Call Vote: Lex, aye; Todd, aye; Veronica, aye; Pat, aye; Mike, aye; Jenna, aye; Angela, aye.

Friends of the Library update: additional donations were received for the Summer Recreation program. Friends will also be reimbursing the library for the new TV display screens now in the library. The Friends are also working on new programming ideas, mission statements, membership brochures and bylaws. A book sale will be held in the spring and donations will be collected and sorted in the meantime. Elections will be held in October and the annual meeting will be in November.

Library Board Personnel & Finance Committee Report and Recommendations: The Personnel & Finance Committee met at the end of August to discuss options for the open position. Allie posted the position for 20-22 hours per week and will check with the staff to gauge interest in taking on additional administrative responsibility. Reviewed recommendations from the September 21st Personnel & Finance Committee meeting.



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CONTINUED

Motion to move into closed session was made by Veronica at 4:22pm, seconded by Lex. Roll Call Vote: Lex, aye; Todd, aye; Veronica, aye; Pat, aye; Mike, aye; Jenna, aye; Angela, aye.

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 exercises responsibility.

Todd Timm left the meeting at 4:54pm

Motion to Move into open session was made by Veronica at 5:07pm, seconded by Lex. Roll Call Vote: Lex, aye; Veronica, aye; Pat, aye; Mike, aye; Jenna, aye; Angela, aye.

A motion to take action on the following matters discussed in closed session was made by Angela, seconded by Pat. Roll Call Vote: Lex, aye; Veronica, abstain; Pat, aye; Mike, aye; Jenna, aye; Angela, aye. Motion Carried.

- a) Three employees who have elected to take on additional administrative duties should receive a \$2.00 per hour pay increase, effective immediately.
- b) All employees, including the summer seasonal employee, should receive a \$2.00 per hour pay increase, effective January 1st, 2022. The board may amend this amount based on the Village Board's approval of the 2022 budget.
- c) As previously discussed and approved by the library board of trustees, Allie will be hiring a part-time library assistant covering 20 - 22 hours per week starting at \$13.00 per hour.
- d) PTO rates will also be updated to reflect new wage rates.

Future meeting dates: The next meeting is on October 26, 2021 at 4:00pm

Future Agenda Items:

2022 Closed Dates - October

2022 Budget - October

Library Strategic Plan - December

Wisconsin State Library Standards - December

Motion to adjourn the meeting was made by Lex at 5:11pm, seconded by Veronica. Motion carried.

Submitted by: Jenna Foth