

## Village of Hortonville Library Board

Meeting Minutes November 7, 2017

Meeting was called to order at 3:30 P.M. by President Julie Vanden Heuvel.

Members Present: Julie Vanden Heuvel, Mary Jo Lantz, Katie Ringbauer, Todd Timm, Veronica Woodward, Anne Bohman, and Pat Lund-Moe.

Motion to Approve minutes from Oct 3 2017 Library Board of Trustees Meeting. 1<sup>st</sup> Pat Lund-Moe 2<sup>nd</sup> Mary Jo Lantz. Motion carried unanimously. Todd Timm abstained.

Motion to Approve minutes from Oct 10 2017 Library Board of Trustees Meeting. 1<sup>st</sup> Todd Timm 2<sup>nd</sup> Ann Bohman. Motion carried unanimously.

Updated 2018 Budget Discussions. It is noted that carpets and the updated LED lights were not done in 2017. Motion to move \$2500.00 to cover costs from line 310 to line 340 to cover costs. 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Katie Ringbauer. Motion carried unanimously.

Public Comment: Bradley Shipps Director of OWLS was in attendance to answer any questions and introduce herself.

Motion to go into closed session

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.

19.85 (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

1<sup>st</sup> Todd Timm 2<sup>nd</sup> Veronica Woodward. Motion carried unanimously.

Motion to return to open session 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Pat Lund-Moe. Motion carried with a roll call vote.

Discussion on 2017 Budget: Diane Wessel Village of Hortonville Administrator Joins to go through 2017 payroll projections including paid holidays. Board discusses additional library closures to include Nov. 22,23,24 and Dec. 15,16,23,30. October 2016-2017 stats up

10000 circs. Board will revisit in December to see where we are at and determine any additional needs or changes at that time. Discussion of looking into bi-laws policy to look at staff holidays carrying over to 2018 and giving them an extension if they chose. Discussions of upcoming events. Nov. 8<sup>th</sup> event Carolyn to volunteer to run it due to a staff being sick. Library staff member Kari goes to the Greenville YMCA bi-weekly for outreach with ¾ yr olds for a half an hour which includes reading a book and sensory activities. Board agrees to have Kari continue this and suggest having her bring flyers to the students for programming.

Flyers are on hold for December due to possible changes once a new director is hired. Winter reading program will be added to the December agenda to discuss. It was noted not many libraries due winter programming and that fall programming brought roughly 180 signed up while there was 900 or more signed up for the summer programming.

Schedules were discussed as currently staff makes their own changes. It was noted that even swaps are ok. Bradley suggests appointing 2 board members that will authorize any schedule changes. Motion to approve Pat Lund- Moe and Julie Vanden Heuvel, who will consult with Diane Wessel in regards to changes, as scheduling board members until board hires a new director. 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Pat Lund Moe. Motion carried unanimously.

2017 programming: No changes, board will re-visit in December.

Julie requests change from bi-weekly timesheets to weekly to better help monitor. It is noted that bi-weekly pay will remain the same. Motion to submit weekly timesheets to Julie Vanden Heuvel for approval until a new director is appointed. 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Todd Timm. Motion carried unanimously.

Motion for Allie Krause be appointed point of contact for the staff until a new director is hired. 1<sup>st</sup> Pat Lund-Moe 2<sup>nd</sup> Anne Bohman. Motion carried unanimously.

Petty cash discussion as Allie Krause needs to be reimbursed for supplies in the amount of \$20.52 leaving a remaining balance of \$11.74 after Allie is paid out. It is noted that Julie will check with Lynne M. on reimbursement to Allie.

The purchase of mugs for a fundraiser was taken from the donation account and all profits will go back into that account.

Payment of Bills and Vouchers: Motion to approve Large Print bill for \$91.08 and \$26.00 for the renewal of the PO box from the donation account for a total of \$139.77. 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Pat Lund-Moe. Motion carried unanimously.

It is noted that Allie Krause is looking into ongoing subscriptions that may be occurring monthly and will update the board as needed.

Library Director Job posting: Diane Joins in to discuss health insurance premium ranges and discussions on total compensation packages as a way to ensure bottom line is predictable for budget purposes. Board excuses Pat Lund-Moe and Dianne Wessel. Board agrees to have the position open for a month. The job will be posted by Julie V. right away and the deadline for applications will be Friday December 8<sup>th</sup>. Motion to approve Library director posting until Dec. 8<sup>th</sup>. 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Anne Bohman Motion carried unanimously.

Julie will create a memo list of items to update staff and get it to Allie to distribute to staff.

Friends of the library update: Note of Poinsettia & Holiday Plant Pre-Sale to run now until November 21, 2017 by 8 PM. Participation in Younkers days by Friends of the library was not as well as expected.

It is noted that the board agrees to change the meeting from Dec. 5<sup>th</sup> to Dec. 12<sup>th</sup> at 3:30 PM.

Items to add to future agendas: 1 /Former Director review after 2017 budget is complete; draft only for file. 2/ Staff Pay Increases previously deferred. (Jan. 2018 agenda item.)

Motion to adjourn 1<sup>st</sup> Mary Jo Lantz 2<sup>nd</sup> Katie Ringbauer. Motion carried unanimously.