

Village of Hortonville Library Board

Meeting Minutes 11-5-2019

Meeting was called to order at 4:04 pm by Veronica Woodward, Vice-President.

Members in attendance: Veronica Woodward, Kay Forton, Pat Lund-Moe, Todd Timm, Lex Jandourek

Members absent: Michael Wirkus, Jenna Foth

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President; David DeTroye, Village Administrator

Minutes from the October 1, 2019 meeting were approved: moved by Todd, seconded by Kay. Motion carried.

Agenda Changes- none

Public Comment- none

Director's report – see report for details

- a. Statistics – 25 new patrons
Lender/borrower ratios is now .52, up from .5
4898 cardholders- 241 higher than end of 2018
Circ is up to 7000 per month
- b. Programming- Halloween party – 20 attended
Frankentoy teen program Nov. 8th
UW-Extension 3-part series 6-7 pm: Nov. 11th: Brain Fitness
Dec. 9th: Money Matters
Jan. 13th: The Happiness Blueprint
Coloring, Crossword, and Coffee second Mondays at 10:30 am
- c. Monday mornings (12 hours per month) are being covered by two staff members to cover the shortage after 10 hour/week position not filled.
Recommended that we try to manage with staff as is for now and reassess after the New Year (Finance Committee notes)
- d. YTD Budget & Intake
Intake thus far is \$4121.49 this year; budget for 2020 was about \$1200 per year, \$3000 fines

Finance Committee Update: Bradley Shipps attended and was very helpful with OWLS recommendations/requirements. Two employees are covering hours necessary since the 10-hour shift is not being filled. Allie has accrued comp time as well to cover. OWLS funding is determined by circulation compared with patrons who do not have a library in their place of residence. Looking at ways to document expenditures so that we will not have continued reductions in county/OWLS funding. Recommend that the finance committee have one more member and meet every other month. Kay volunteered to join the committee, Pat moved, Lex seconded, motion carried to have Kay join the committee.

Two accounts (reserve and donation/trust) amounts need to be verified.

Over the next 5 years, the county funding calculation model will be determined to include E-circulations. This will probably not benefit our library in any direct way.

Municipal appropriations for 2021 are predicted to be increased in all departments.

2020 Budget Review & Approval:

County funding is \$99,946 and the Village contribution is \$90,038

Todd moved, Pat seconded to approve the 2020 budget. Roll call vote: Veronica: aye; Todd: aye; Pat: aye; Lex: aye; Kay: aye.

Payment of Bills and Vouchers: Lex moved, Kay seconded to approve expenditures/vouchers in the amount of \$3,471.83. Roll call vote: Veronica: aye; Todd: aye; Pat: aye; Lex: aye; Kay: aye.

Friends of the Library Update: FOHL will meet on November 13th at 6:30 pm. Assisted with both library programs in October. Annual membership letters will be mailed.

Next Meeting: December 3, 2019: 4:00 pm

Future Agenda Items:

- a. Trustee Essentials- December
Essentials #25, 26, 27
- b. Employee wage review in December
- c. Personnel committee report (meeting to be scheduled prior to Dec. meeting to discuss employee reviews)
- d. Closed session for personnel discussion

Motion to Adjourn: Todd moved, Kay seconded, motion carried. 5:00 pm

Submitted by: Pat Lund-Moe, Secretary