

Village of Hortonville Library Board

Meeting Minutes 2-11-2020

Meeting was called to order at by Veronica Woodward, Vice-President at 4:00 p.m.

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

Members absent/excused: Jenna Foth

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

Minutes from the January 7, 2020 board meeting were approved. Kay moved, Michael seconded, approved.

Minutes from the January 28, 2020 board meeting were approved. Lex moved, Kay seconded, approved.

Agenda Changes- moved FOHL report up in the agenda as Lex is to be excused at 4:45 pm.

Public Comment- none

Director's Report:

- a. Statistics: 27 new cards in January; Net Lender/Borrower ratio .47; circs up by 203 from January 2019
- b. Programming: 115 children 90 adults for January programming total; 7 attended Financial program on 2/10, 4 new attendees
- c. Personnel: Full-time position of 35 hrs lost, now hiring two 20-hour part-time positions. Good applicant pool. Incomplete applications were submitted by some, but they were notified and will follow up.
- d. YTD Budget & Intake: many faxes are still being sent, generating income

Awarded a TEACH grant of \$279 from Wisconsin Dept. of Administration for infrastructure updating. 38 rural libraries and schools received this grant.

2020 Budget Line Amendment

\$25,378.00 to be moved from library reserve account to General Library Fund to cover some of our lost revenue from county funding. This leaves \$8,808.50 in the library reserve. The rest of the reserve fund is not to be considered part of the Village allocation for 2020. Todd asked how the municipal appropriation for 2021 will look if this is a one time \$25,378 designation from the reserve fund. Allie explained that the village will need to appropriate the difference in county funding next year as there won't be this allocation next year. Allie also mentioned that it was discussed with David, Carl, and Nathan that the municipality is planning on appropriating more than needed to cover the lapse in county funding in 2021 in order to invoice the library for building "rent" beginning in 2021 as well. David also explained to Todd how that would be in 2021 moving forward. Moved by Todd, seconded by Michael. Voice vote: Todd, aye; Pat, aye; Michael, aye; Veronica, aye; Kay, aye; Lex, aye. Motion passed.

2019 Annual Report

Allie reviewed a number of corrections that will be made to the report. Two additional invoices arrived after the report was locked that will need to be added as expenditures. Allie also mentioned that the municipal appropriation decreased but appears significantly lower because the LED lighting was noted as a capital expenditure and came out of the library general budget rather than the reserve. To note that, part of municipal appropriation needed to be signaled as revenue from municipality and expenditure from library. Reference statistics decreased from the previous year due to a counting error in 2018 and uncounted transactions at the end of 2019. Operating income decreased because the 2018 annual report included the coffee mug fundraiser and the final donation from Wolf River bank. The report needs to be unlocked by Bradley in order to correct prior to final submission. Jenna will need to sign the final copy.

Motion to approve 2019 Annual Report by Kay, seconded by Michael, motion carried.

Additional 2020 Closed Date-August

Switching computer systems on Saturday, August 15th. This will affect the end of summer party, so that will have to be rescheduled. August 31st is the back-up date for OWLS. Michael moved, Todd seconded to have August 15th as an additional closed date for 2020. Motion carried.

Payment of Bills/Vouchers

Total is \$2342.20 moved by Todd, seconded by Kay to approve. Voice vote: Lex, aye; Kay, aye; Veronica, aye; Michael, aye; Pat, aye; Todd, aye. Motion to approve vouchers carried.

Friends of the Library Update

Looking for ways to use the games, including renting them out. Storage still an issue. Prizes are left over and could be used by library. Penny war will be set up in library to choose a movie to be shown for spring break. Bake sale possibility during the April and November elections. Staff was provided lunch during their in-service on January 20th. Looking for ways to increase membership, as well as volunteering for library/FOHL events. Next meeting is February 19th at 6:30pm.

Allie distributed a copy of her self-evaluation to board members. Pat will collate the staff's evaluations and e-mail to board prior to next meeting.

Future meeting dates – March 3, 2020 4pm

Items to add for future agendas

- a. Director Review-March**
- b. Strategic Plan**
- c. Wisconsin State Library Standards**

Motion to Adjourn by Kay, seconded by Michael at 4:54 pm, motion carried.

Submitted by:

Pat Lund-Moe, Secretary