

## Village of Hortonville Library Board

### Meeting Minutes 3-3-2020

Meeting was called to order at by Jenna Foth, President at 4:01 p.m.

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

Members absent/excused: Todd Timm

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

**Minutes** from the February 11, 2020 board meeting were approved. Michael moved, Veronica seconded, motion passed. Jenna abstained due to February absence.

**Agenda Changes-** none

**Public Comment-** none

#### **Director's Report:**

- a. Programming: DIY Teen Program – 2 participants; break in story time, restart week of March 16<sup>th</sup>; Stitch Wits 2<sup>nd</sup> Thursday, Pinewood residents interested; Pick Your Flick going on now for movie to be shown on March 27<sup>th</sup>; UW Extension collaboration and planning for future
- b. Statistics: 29 new cards in February; circs down from January, but typical; solid program attendance: 95 kids, 2 teens, 73 adults
- c. Personnel: Evie Hoff started on 2/24. Interview scheduled for Thursday, apps still coming in for second position.
- d. Storage: Village staff rearranged storage area, resulting in more room for library items. Allie asked if she can discard/sell things the library doesn't need on her own or she should clear with the board. Allie will decide how to move items out and provide updates to board.
- e. YTD Budget & Intake: Intake total of \$769.14 thus far in 2020. Budget is in-line with first two months. Brief discussion of concerns regarding the decision to hire two part-time employees versus one full-time.

**Meeting Room Use Policy Revision:** Add a "print name" line and "phone number" line to reservation form. Veronica moved, Michael seconded to approve changes. Motion carried.

**Director Vacation Hours:** 34.75 hours remain due to staff shortage since September. Requesting roll over of one week as anniversary date is March 22<sup>nd</sup>, with vacation starting March 21<sup>st</sup>. Kay moved, Michael seconded to allow the one week extension. Voice vote: Jenna, aye; Lex, aye; Kay, aye; Michael, aye, Veronica, aye; Pat, aye.

**Payment of Bills/Vouchers** Total is \$3283.78 moved by Pat, seconded by Lex to approve. Voice vote: Lex, aye; Kay, aye; Veronica, aye; Michael, aye; Pat, aye; Jenna, aye. Motion carried.

**Friends of the Library Update** Book sale will be the last weekend of May. New shelving needs to be considered due to ADA concerns. This would be a large expense. Will assist with refreshments for movie

night. Program potential of “Colossal Fossils” with FOHL receiving 10% of the admission price and gift shop for this fall- no cost for bringing the organization in for the program. Bake sale potential for April/November elections. Will need volunteers to staff tables and bake.

**Future meeting dates – April 14, 2020 4pm.** July 14<sup>th</sup> will be scheduled due to holiday.

**Items to add for future agendas**

- a. Strategic Plan
- b. Wisconsin State Library Standards

**Motion to move into closed session** Veronica seconded by Michael per 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. Voice vote: Jenna, aye; Lex, aye; Kay, aye; Michael, aye; Veronica, aye; Pat, aye. Motion carried and moved to closed session at 4:37pm. Lex excused at 4:55pm.

**Motion to move into open session by Veronica seconded by Michael. Voice vote Jenna, aye; Kay, aye; Michael, aye; Veronica, aye; Pat, aye**

**Motion to take action on any matters discussed in closed session - none**

**Motion to Adjourn** by Kay, seconded by Veronica at 5:37 pm, motion carried.

Submitted by:

Pat Lund-Moe, Secretary