

## Village of Hortonville Library Board Minutes

April 14, 2020

**Meeting was called to order** via virtual setting “GoToMeeting” facilitated through OWLS, at 11:35 by Veronica Woodward, Vice President

**Attendance:** Mike Wirkus, Todd Timm (excused at 12:50pm), Kay Forton, Veronica Woodward, Pat Lund-Moe

**Absent:** Jenna Foth, Lex Jandourek

**Others Present:** Allie Krause, Library Director; Jeanne Bellile, Village President; David DeTroye, Village Administrator; Liz, OWLS

**Minutes of 3/3/20 board meeting:** Kay moved, Mike seconded to approve. Unanimous approval via roll call vote

**Minutes of 3/17/20 special board meeting:** Todd moved, Kay seconded to approve. Unanimous approval via roll call vote.

**Minutes of 3/23/20 special board meeting:** Kay moved, Mike seconded to approve. Unanimous approval via roll call vote.

**Agenda changes:** none

**Public Comment:** none

**Director’s Report:** Lender/Borrower ratio up to .63—good news. Circulation numbers are down due to closure. New employee, Dana Schmidt, accepted job offer on 3/13/20. Budget is at 27.25% usage, which is on target. Revenue year-to-date is \$887.44.

**Personnel:** 4 of 5 employees are choosing to work some hours from home. Clarification for an employee that if work is offered, there is no eligibility for unemployment benefits. Allie plans to hold a staff meeting later this week, with staff being paid for attending virtually.

A re-opening plan will have to be determined as prep work prior to actual open hours will have to be done (cleaning returned items, deliveries, etc.). OWLS is drafting a suggested procedure for reopening. Concerns will be number of people present, staff health concerns, hours, staff staggering, etc. Bins of hold materials are being held in a central location, with large numbers of items expected in deliveries.

New employee, Dana, will be sent employment paperwork to get her on board to attend staff meeting and do some training virtually.

**Library Board Update:** Kay Forton has agreed to stay on for another term. Veronica indicated that she will stay on, but that if someone else is interested in assuming her position, she would

prefer to resign. Clarified that appointments are made in July of each year, annual meeting/officer elections will continue to take place at the May meeting each year.

**Expired Patrons:** OWLS would like the expired patrons list to be reduced/purged prior to the new system being installed later this summer. Motion by Mike, second by Pat that accounts 7 years and older, and/or with \$50 or less in fines, and/or children's accounts be deleted. Roll call vote, unanimously approved.

**Bills and Vouchers:** Motion by Pat, seconded by Mike to approve invoices in the amount of \$14,586.86. Voice vote: Kay, aye; Veronica, aye; Mike, aye; Pat, aye. Approved.

**FOHL Update:** Concern about book sale scheduled for end of May and donations that may be brought in after the closure. Will ask patrons to hold donations until a decision has been made. FOHL did not meet in March due to closure.

**Next Meeting: May 5<sup>th</sup>.** Decision will be made later as to whether we meet virtually or in person. Annual meeting and officer appointments will be made.

**Future Agenda Items:** Allie's job review will be completed after reopening; Strategic Plan; Wisconsin State Library Standards, Mi-Fi Renewal

**Meeting Adjourned:** Mike moved, Kay seconded to adjourn at 1:20 pm. Motion passed, roll call vote unanimous.

Submitted by:

Pat Lund-Moe, Secretary