

## Village of Hortonville Library Board

### Meeting Minutes 5/07/2019

Meeting was called to order at 3:30 pm by President, Todd Timm.

Members present: Pat Lund-Moe, Lex Jandourek, Jenna Foth, Michael Wirkus and Veronica Woodward.

Members absent: Kay Forton

Also in attendance: Allie Krause, David DeTroye, Nathan Treadwell, and Jeanne Bellile

Minutes from the April 09, 2019 meeting were reviewed and approved. Motion to approve minutes by Pat; Seconded by Jenna. Motion carried.

**Agenda changes** – Motion to move Officer Elections and Meeting Time discussion up by Jenna; Seconded by Lex. Motion carried.

#### **Library Board of Trustees Officer Elections –**

- Nomination of Jenna for President by Pat; Seconded by Lex. Motion to close nominations for President by Pat; Seconded by Todd. Motion carried
- Nomination of Veronica for Vice President by Veronica; Seconded by Jenna. Motion to close nominations for Vice President by Pat; Seconded by Lex. Motion carried
- Nomination of Kay for Secretary by Jenna; Seconded by Todd. Motion to close nominations for Secretary by Pat; Seconded by Jenna. Motion carried

#### **Library Board Committee Assignments –**

- Finance Committee – Jenna & Veronica
- Personnel Committee – Pat & Kay

**Library Board of Trustees meeting time** – Motion to change meeting time to 4:00 on the 1<sup>st</sup> Tuesday of the month by Pat; Seconded by Jenna. Motion carried.

Jenna left at 3:48.

**Public comment** – None

**Allie gave her Director's report** – See report for details.

- Discussion about the length of trustee terms which are 3 years according to state statutes. Veronica's term expiration date will be changed to 2021.
- Discussion of reporting revenue along with future budget reports.
- Discussion of possible capital improvement – Building lighting upgrade will be split between the Library, PD, and Village the same as utility bills.

**Personal Time Recommendation** – The Personnel committee met and brought forward the following recommendation:

- Hour by Hour PTO for the 5 part-time employees who each work 14-26 hours per week starting January 1<sup>st</sup>
- No carry-over of PTO time from year to year.

Tabled until next meeting.

**Volunteer Policy** – tabled until June

**Payment of Bills/Vouchers** – Motion to pay bills in the total of \$14,190.10 by Pat; Seconded by Lex. Roll call vote: Todd-yes, Lex-yes, Pat-yes, Veronica-yes, Mike-yes. Motion carried.

**Trustee Essentials** – Discussion of Essentials 14 & 15

- Allie will contact Press Star to publish meeting notices.
- Trustees should not “reply all” to e-mail messages.
- Discussion of the need for a privacy policy.

**Wisconsin Library Standards** – Discussion tabled until June.

**Friends of the Library update**

- Book sale is May 10<sup>th</sup> & 11<sup>th</sup>
- Book sale is on the village map & Booksalefinder.com
- Purchased a small vacuum for the library

**Future meeting dates** – Next meeting is Tuesday, June 4<sup>th</sup> at 4:00.

**Meeting Adjourned** – Motion to adjourn at 4:40 pm by Pat ; Seconded by Todd. Motion carried.

**Future Agenda Items:**

Library Personnel Benefits (Personal time)

Volunteer Policy

Wisconsin Library Standards

Bylaws amendment (quorum size)

Trustee Essentials 16 & 17

Submitted by: Veronica Woodward