

Village of Hortonville Library Board

Meeting Minutes 6/4/2019

Meeting was called to order at 4:00 pm by President, Jenna Foth.

Members present: Kay Forton, Lex Jandourek, Michael Wirkus, Veronica Woodward, and Pat Lund-Moe. Members absent/excused: Todd Timm

Also in attendance: Allie Krause, Library Director; David DeTroye, Village Administrator; Jeanne Bellile, Village President

Minutes from the May 7, 2019 meeting were approved: Pat moved, Mike seconded. Motion carried.

Agenda Changes- None

Public Comment- None

Director's Report- see report for details

- 235 people signed up for summer program so far
- Changes made to Connecting Literacy program after flyer already printed
- Allie wants to concentrate on building the audio and children's chapter books collection next
- Veronica complimented Allie on the budget as it is right on target

Library Board of Trustees Officer Election

Secretary position: Jenna nominated Pat, Veronica seconded, all approved.

Library Board of Trustees Bylaws Revision

Veronica moved, Pat seconded to change quorum from 5 to 4 members present. Motion approved unanimously and new copy of bylaws signed by the board.

Personnel Committee Recommendation for Personal Time Off

Addendum to Personnel Manual for library employees will be:

"Part-time library employees who are hired to work less than 30 hours per week are eligible for hour by hour paid time off (PTO) per year. This will be effective January 1, 2020.

PTO may be taken after the employee has completed their hiring review period.

There will be no carry over of PTO from year to year."

Motion to approve by Kay, seconded by Michael, approved unanimously.

Volunteer Policy

No changes other than grammatical and formatting. Lex moved, Veronica seconded. Approved.

Trustee Essentials Review

#16: Emphasized Ethics and Conflict of Interest

- Village also has some ethics that compliment these

#17: Membership in Library System

- Discussion of equal access for all; some libraries are concerned that fines remove access for some patrons due to poverty issues. Possible options being implemented by others: one day per month free (return items that day and fine is erased); no fines on kids' materials; remove fines completely. Discussed concern about responsibility involved and that monetary consequences are motivators.
- Veronica shared her school's efforts to offer kids opportunity to work off a damaged or lost book through working in the library.
- Essential discusses the requirement of belonging to a library system (OWLS)

Wisconsin Library Standards, Tier One: Written Policies

Allie is updating policies one by one and bringing to board meetings. Many are already completed.

Payment of Bills and Vouchers

Collections this month higher than normal due to 3 referrals, but company is thorough and kind to patrons. They get involved after 6 weeks overdue.

\$350 of the Oriental Trading purchase will be donated by FOHL for summer programming.

\$1166.03 total amount: moved by Veronica, seconded by Kay to approve and submit payment.

Roll call vote: Kay, yes; Lex, yes; Pat, yes; Michael, yes; Veronica, yes; Jenna, yes

Friends of the Library Update

Lex reported book/bake sale a success with a total of \$1401. 93 raised. Next events to plan will be National Night Out on August 6th and End of Summer Party on August 17th.

Future Meeting Date

Tuesday, July 2nd at 4:00pm. Please notify Allie if you are unable to attend so she can monitor for quorum.

Items for Future Agenda:

Trustee Essentials #18 and #19

Discussion of Director's Salary (will require closed session)

Budget first run—Village would like rough draft by September 1st (finance committee scheduled meeting)

Motion to Adjourn:

Motion by Kay, second by Veronica, motion carried and adjourned at 5:15 pm.