

## **Village of Hortonville Library Board**

### **Meeting Minutes 07/10/2018**

Meeting was called to order at 3:32 pm by Vice President Mary Jo Lantz

Members present: Mary Jo Lantz, Veronica Woodward, Pat Lund-Moe, Lex Jandourek, Kay Forton, Jenna Foth

Members excused: Todd Timm

Minutes from June meeting were reviewed. Motion to approve minutes with correction to spelling of Habeck by: Veronica Woodward, Seconded by: Pat Lund-Moe ; minutes were approved unanimously.

**Public Comment** - none

**Allie gave her Director's report** – see report for details

- Allie will check the DPI annual report instructions and with the village as to which line item the copy machine maintenance should be paid out of. It is currently coming out of line 202.
- Discussion on background checks. Allie will use the PD to do volunteer background checks since it is free.
- Line item 134 (dental) has a deficit. Allie will check with the interim Village Administrator as to where money can be moved from to fill the deficit.
- Allie would like to use Wolf River Bank capital improvement funds towards a new copier.
- An invoice needs to be sent to Wolf River Bank for the final \$2000 installment.
- Discussion on future patron computer replacements. Allie will check on various options.
- Fundraisers were discussed: Scholastic, Barnes & Noble, The Learning Shop, and area restaurants.

**Library Board Representative Update** – Welcome to our new trustees: Lex, Kay and Jenna!

**Committee Appointments** – Since Anne is no longer on the board, her appointment on the Personnel committee needs to be filled. Kay volunteered.

**Personnel and Employee Records File Policy** – (See attachment) Discussion on the new village policies. Pat will check whose responsibility it is to maintain the files.

**Library Hours Review** – Allie recommends changing the hours starting in October.

- Possible new hours: Monday-Wednesday 9-7, Thursday 9-8, Friday 9-5, and Saturday 9-1.
- Perhaps no Saturday hours next summer.
- Allie will research staffing, door counts, and programming needs and come back in August with a recommendation for a motion.

**Library/Special Event Staffing** – Shay can help since she is still a sub, but can't fill all needed shifts for the week of August 13-19. Discussion on staff working extra hours on a temporary basis.

Volunteers are needed on Saturday, August 18 for the end of year party.

**Meeting Room Policy Update** – Meeting room policy will now be signed once by a patron rather than initialed each time. Motion to approve updated meeting room policy by: Mary Jo, Seconded by Veronica. Motion carried unanimously.

**Payment of bills/vouchers** – Motion to approve bills/vouchers in the total of \$3,246.20 by Mary Jo, Seconded by Pat. Motion passed unanimously by roll call vote.

**Friends of the Library update –**

- Meeting tonight (2nd Tuesday of the month at 6:30).
- A new treasurer is needed.
- Almost \$900 was made on the book sale.
- A donation to the library was approved last month for children's books, shelf markers, and other needs.
- September 15, games will be at Oktoberfest – volunteers will be needed.

**Future meeting dates** – Next meeting is Tuesday, August 7 at 3:30.

**Meeting Adjourned** –Motion to adjourn by: Mary Jo, Seconded by: Pat. Meeting adjourned at 5:32.

**Future Agenda Items:**

Library Director Review – August

Library Hour Changes – August

Trustee Essentials

Strategic Plan (goals) – September

Submitted by: Veronica Woodward