

## Village of Hortonville Library Board

### Meeting Minutes 7/2/2019

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

Members in attendance: Lex Jandourek, Veronica Woodward, Michael Wirkus, Kay Forton, Jenna Foth, Pat Lund-Moe; Absent/excused: Todd Timm

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

**Minutes** from the June 4, 2019 meeting were approved: Kay moved, Michael seconded. Motion carried.

**Minutes** from Finance Committee meeting did not need to be approved. Discussed briefly. Plan to invite Bradley from OWLS to next committee meeting. David asked if he could also attend in order to have input with Village. Unspent \$32K from 2018 will impact our county allocation in 2020. This was not spent due to no director for the first few months, as well as a spending freeze by board. Allie has requested data from Bradley regarding county vs. Village usage. Some libraries are restructuring their finances and the library funds are kept totally separate from the general municipality monies. Allie will find out which OWLS libraries have done this and bring information to the committee meeting.

**Agenda Changes:** Request by David to have the discussion of Trustee Essentials moved to follow closed session. Agreed

**Public Comment:** Nothing further

**Director's report** – see report for details

- 875 as of 3pm today (646 kids, 74 teens, 155 adults)
- Teen prize books gone, as well as kids chapter books (may order from Half-price books to replenish; can request a donation box from them also)
- 21 prize baskets now
- Some have asked how they can purchase tickets ---- may think about for the future
- Most kids programs average 40-50 a month
- May reschedule Pokemon Go walk due to rainy weather
- Social media is being reported as the main information source for most patrons
- HASD is working on coordination of teacher involvement
- Budget: 2<sup>nd</sup> category is employee benefits, Allie worked with Libby on how to cover the difference with other lines. Most lines are 47-52% spent, which is on target
- Staff is reminding patrons of their fine status early to encourage payment.
- ROI calculator can be made available on-line showing how much is saved by checking out materials instead of purchasing or renting. No cost for library or patron. Allie will talk with OWLS staff regarding having it on our website.
- 4657 patrons 1<sup>st</sup> quarter; 4773 patrons 2<sup>nd</sup> quarter
- Good comments from adults on the summer program which includes getting out in the community. Encourages people to check out books from different genres.

- Possible collaboration in the future with BOLD and Public Works for park and lake clean-up.

**Payment of bills and vouchers:**

Total: \$2961.67 move by Veronica, second by Michael. Roll call: Lex, aye; Veronica, aye; Michael, aye; Kay, aye; Jenna, aye; Pat, aye. Motion carried.

**FOHL update:** Games for National Night Out on August 6<sup>th</sup>. End of Summer party will also have games. Additional prizes may be purchased. Still working on storage and determining which games to keep.

**Future meeting dates:** August 6<sup>th</sup>, 4pm Veronica will be absent; Jenna is tentative

**Future agenda items:**

Trustee Essentials: #18-20

2020 budget discussion

Budget line amendment

Ad-hoc Finance committee report

**Motion to move into closed session** by Kay, seconded by Michael. Roll call, Lex: aye; Veronica: aye; Michael: aye; Kay: aye; Jenna: aye; Pat: aye; Motion carried.

**Motion to return to open session** by Kay, second by Veronica. Roll call: Lex, aye; Veronica, aye; Michael, aye; Kay, aye; Jenna, aye; Pat, aye; Motion carried.

**Motion** to raise the Library Director's salary as market comparative analysis to other libraries of equal size and circulation. Jenna move, Kay second. Roll call: Lex, aye; Veronica, aye; Michael, aye; Kay, aye; Jenna, aye; Pat, aye: Motion carried.

Michael moved, Lex seconded to table the discussion of library essentials until next month.

**Motion to Adjourn:** Michael moved to adjourn, Veronica seconded. Motion carried and meeting adjourned at 6:04 pm.

Submitted by Pat Lund-Moe, Secretary