

## Village of Hortonville Library Board

### Meeting Minutes 08/07/2018

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

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

Members excused: Jenna Foth

Minutes from July meeting were reviewed. Motion to approve minutes by: Pat ; Seconded by: Mary Jo. Minutes were approved unanimously.

**Public Comment** – none

**Motion to move into Closed Session** under State Statute 19.85 (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility by Mary Jo; Seconded by Kay. Approved unanimously by roll call vote.

Mary Jo motioned to return to open session; Seconded by Kay. Approved unanimously by roll call vote.

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

- Allie will check if the village can change the line item for two past copier expenses that came out of line 202 instead of 310
- Allie will work on a preliminary budget to bring to the next meeting
- Allie has been weeding and the weeding report will help with book purchasing. The area she noticed has the greatest need of updating is young adult nonfiction

**Library Printer** – Discussion on current use of copier and options for purchasing services through MBM. Currently making 1500 to 2000 copies per month with Marco. Motion to put \$2000 toward a printer and purchase from MBM by Mary Jo ; Seconded by Lex. Approved unanimously.

**Library Hours** – Allie recommends new hours effective October 1<sup>st</sup>: Monday, Tuesday, and Friday 9-6, Wednesday and Thursday 9-8, and Saturday 9-1. Motion to approve new hours effective October 1st by Veronica ; Seconded by Mary Jo. Approved unanimously.

**Staffing** – Need of an additional 10 hour staff member to help in the mornings. Allie will check the FTEs with payroll and if adding an additional staff member is within our payroll budget, she will go ahead with adding the position. Allie would like to take the staff out for dinner as an end of summer celebration.

**Trustee Essentials** – Trustees will read chapters 1 & 2 and we will discuss next month. New Public Library standards PDF available.

**Payment of bills/vouchers** – Motion to approve bills/vouchers in the total of \$1,581.94 by Pat ; Seconded by Kay. Approved unanimously by roll call vote.

**Friends of the Library update** –

- Need help on the 18th with the end of summer party
- Received a \$50 gift card from Kwik Trip
- Oktoberfest is cancelled, so Friends will need to look for other fundraising options

**Future meeting dates** – Next meeting is Tuesday, September 11<sup>th</sup> at 3:30.

**Meeting Adjourned** – Motion to adjourn at 5:07 pm by: Mary Jo ; Seconded by Pat. Approved unanimously.

**Future Agenda Items:**

Trustee Essentials

Strategic Plan (goals) – September

Preliminary Budget – September

Submitted by: Veronica Woodward