

Village of Hortonville Library Board

Meeting Minutes 8/13/2019

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

Members in attendance: Veronica Woodward, Michael Wirkus, Kay Forton, Jenna Foth, Pat Lund-Moe, Todd Timm

Members absent/excused: Lex Jandourek

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

Minutes from the July 2, 2019 meeting were approved: Kay moved, Michael seconded. Motion carried.

Agenda Changes- none

Public Comment-none

Director's report – see report for details

a. Statistics

- i. Summer Sign-ups- 993, 10 over last year; 40 more kids, 14 more teens, adults down 44 (comment that people are too busy to do all activities)
Last year had around 300, could use more volunteers (presently have 3 volunteers from FOHL)
- ii. New Patrons – 56 new cards in July (102 in June/July)
- iii. Circulation – meeting if not exceeding last year
Lender/borrower issue: making correct buying decisions, but spending is low compared to other libraries our size
Circulation is high, our collections are lower than many our size; but due to our building size we would not be able to house the larger collection

b. Programming

End of summer party; FVTC on Financial Aid; Food Preservation Update; Taking Care of You; Chad Lewis, author

c. YTD Budget

Looking good for year, two sheets included to reflect the anticipated budget line move

2019 Budget Line Amendment

Veronica moved, Michael seconded to make an accounts fund transfer as follows:

- From Account Line: 100-55-55100-110 (Health Insurance Waiver) to Account Line 100-55-55850-132 (Library Employee Benefits)= \$3250.00
- From Account Line: 100-55-55100-110 (Health Insurance Waiver) to Account Line 100-55-55850-133 (Library Employee Benefits) = \$1200.00
- From Account Line: 100-55-55100-110 (Health Insurance Waiver) to Account Line 100-55-55850-134 (Library Employee Benefits) = \$350.00

- From Account Line: 100-55-55100-110 (Health Insurance Waiver) to Account Line 100-55-55850-136 (Library Employee Benefits) = \$200.00
- Total Amount: \$5,000.00

Motion carried, voice vote: Jenna, aye; Kay, aye; Veronica, aye; Michael, aye; Todd, aye; Pat aye

Ad Hoc Finance Committee Report

See report for details.

- Separating library fund from the Village General Fund is not overly complicated, more of an accounting process than anything. Annual auditing would be the responsibility of OWLS. By-laws would probably have to be changed to reflect the need for a treasurer. Exploration of this option will continue.
- Options for the reserve fund are also being explored as to how the transfer of that will impact our 2020 budget.
- Library appropriation from Village is supposed to be higher than county, but this is impacted by the fact that we service a large area outside the Village limits (see list)
- Civic groups may be options for contributions. Good idea to offer the groups annual reports.
- 3 Computers need updates, each computer must be updated every 5 years
- Possibility of offering program in Greenville to assist in visibility of usage

2020 Budget Discussion

Allie included 2020 budget worksheet in our packets. Need more information from Carl on building/maintenance/utility expenses

Per David: \$4250 will be requested from the library to cover the cost of lighting upgrade

Finalized budgets have been requested to be submitted to Village office by September 13th.

Travel/seminars budget line reduced due to availability through OWLS and the Village.

A Finance Committee meeting may be necessary to review the proposed budget prior to our September meeting.

Trustee Essentials Review

- a. Essential #18: Library appointments and Composition: think about assets a person can bring to board, as well as their residency and diversity
- b. Essential#19: Library Director Certification: Allie is certified for the next 5 years. Continuing education is offered through NEWI free of cost to librarians.

- c. Essential #20: Library Board & Building Accessibility: ADA issues covered; Allie watches people using wheelchairs to see if their ability to navigate the aisles is difficult due to shelving location. Allie is reviewing the signage in the library to see if the font size is appropriate as well as the height of the magazine rack. Worth checking kids' ADA as well as adult ADA.

Payment of bills and vouchers:

Total of bills and vouchers is \$993.69. Motion to approve by Todd, seconded by Michael. Voice vote approval: Kay, Veronica, Michael, Todd, Pat.

FOHL update:

End of Summer Party is held this Saturday and FOHL will assist with games and ice cream sundaes. Also

Future meeting dates:

September 10th at 4:00 pm

Future agenda items:

Trustee Essentials: #21,22

2020 budget review and approval

Population Study provided through HASD

Motion to Adjourn

Veronica moved, Kay seconded to adjourn at 5:37pm. Motion carried.

Minutes submitted by Pat Lund-Moe, Secretary