

Village of Hortonville Library Board

Meeting Minutes 9-8--2020

Meeting was called to order at by at 4:01 p.m. by Veronica Woodward, Vice-President

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

Members absent/excused: Jenna Foth

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President; Nathan Treadwell, Village Asst. Clerk Treasurer

Minutes from the August 4, 2020 board meeting were approved. Michael moved, Kay seconded, motion passed. Todd, Lex, and Pat abstained due to absences in August.

Agenda Changes: none

Public Comment- none

Director's Report:

- a. Statistics: OWLS hasn't posted circulation numbers yet due to change in systems. Wireless: 210 unique/19 per day for August.
- b. New ILS updates: 8/17 switched to new software, CARL-X
Data loss on 8/17 and 19th; some other hiccups, but being addressed.
Staff been amazing during this transition
15 new cards for kids; 19 for adults in August
- c. Budget and Revenue:
Budget spreadsheet provided; Wisconsin Library Association dues are new this year, so was not budgeted, an overage in budget line. This membership is beneficial due to being able to attend additional seminars and access other resources. Excess also in employee benefits due to only one full-time employee.

Director Salary Discussion: Salary would be more easily budgeted, according to Allie. Only other directors in OWLS that are paid hourly are ones that are working in a part-time capacity. Other department heads in Village are all on salary.

Ad Hoc Committee Presentation: Recommendations from committee meeting were:

- a) Director's position be converted to salary from hourly beginning in 2021.
- b) All staff receive a 4% increase effective immediately
- c) Another \$1 an hour raise for staff, with the exception of Director, effective January 1st.

This will be detailed on the agenda for the October meeting.

Committee Combinations: Recommendation made by the ad-hoc committee on August 27th would be that finance and personnel committee be combined. Kay moved, Todd seconded to combine the personnel and finance committees. The committee will be three people, with one alternate.

2021 Preliminary Library Budget: Potential Outagamie County Revenue being proposed by OWLS is \$132,708, which is up from 2019. 2020 will be difficult due to COVID impact, which will affect the 2022 contribution and library budgets. Personnel/Finance committee meeting should be held before the October board meeting.

Future Meeting Dates: October 6, 2020 4:00 pm

Items to add for future agendas:

- a. 2021 Library Budget Approval
- b. Recommendations from committee regarding pay and salary
- c. Strategic Plan

Payment of Bills/Vouchers: Total \$2040.97. Todd moved to approve, Kay seconded. Voice vote: Lex, aye; Michael, aye; Kay, aye; Todd, aye; Veronica, aye; Pat, aye. Motion passed.

Friends of the Library Update: Book sale going well. Donated water bottles for the BOLD annual meeting and for the Senior Autumn Fest.

Motion to adjourn at 5:19 pm by Kay, seconded by Michael, motion passed.

Submitted by Pat Lund-Moe, Secretary