

Village of Hortonville Library Board

Meeting Minutes 9/10/2019

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

Members in attendance: Veronica Woodward, Kay Forton, Jenna Foth, Pat Lund-Moe, Todd Timm, Michael Wirkus, Lex Jandourek (arrived at 4:30)

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

Minutes from the August 13, 2019 meeting were approved: Kay moved, Todd seconded. Motion carried.

Agenda Changes- none

Public Comment-Bradley asked Allie to share her comments about the ad hoc finance committee meeting minutes. OWLS' role is not to audit library financials but to plug numbers from the DPI Annual Report into the county funding formula to determine allocations and does not get involved in actual budget decisions with individual libraries.

Director's report – see report for details

- a. Statistics
 - Summer Sign-ups- 993, 10 over last year
 - Possible idea of having a kayak donated for raffle prize
 - Total number of hours read: 8,594.75
 - End of Summer party- well over 100; recommend 2 hour length next year
- b. Programming
 - FVTC on Financial Aid (9/21); Food Preservation Update (9/24); Taking Care of You (9/12-10/3); Chad Lewis, author (10/9)
- c. New Patrons Report: 31 new patrons in August; 8th graders have library cards listed as a school supply on their lists
- d. Circulation Report: lender/borrower ratio: .50 in August (.47 July) .52 YTD = good progress
- e. Personnel: Keri has resigned but will be a substitute; schedule is being rearranged and looking at possible hiring options to fill open shifts; Vicki will take story time during school year, but not by herself in summer; Beth also rearranged her hours to assist
 - We are at 4.0 FTE, but with rearranging will be at 3.8, still in recommendation range for our size
- f. YTD Budget
 - Still on track for year; just close on magazine and newspapers line
 - Intake of \$3229.74 so far this year in fines, copies, etc. All county monies have been received.

Ad Hoc Finance Committee Report

Minutes are included in packet.

Reserve account balance is \$31,628

2020 budget shortfall is expected to be \$3700

Minimum village appropriation to avoid a Library Tax in 2019 is \$42,701

Budget Line Item Revisions discussed.

Donation fund shows a discrepancy which Allie has asked Jane to follow up on. Jane is going to be in touch with the auditors regarding this as it appears the donation from Wolf River Bank was noted as an expense instead of income.

Capital Improvements: three computer towers have to be replaced due to warranty requirement with OWLS. None have to be replaced in 2020. Shelving needs to be upgraded and staff payroll increases need to be included.

Next finance committee meeting date is October 21st at 4pm

2020 Library Closed Dates:

Proposed 14 closed days, same as 2019. 2020 dates need to be submitted to OWLS by November 1st.

Discussion of closing on Saturdays during the summer. Allie will bring numbers of patrons on Saturdays and how the budget would be impacted by fewer hours. Allie will ask if this would affect our OWLS funding.

Moved by Veronica, seconded by Michael to close the library on December 30th. Motion carried.

Trustee Essentials

#21: shelving needs to be looked at for accessibility; outreach done to Pinewood Apts. Allie is signed up for a webinar on the Wisconsin Talking Book and Braille Library the end of September. Could connect with HASD to collaborate on equipment needs, etc. OWLS is working on all websites to be sure they meet the needs of all patrons. Large print books possibility for kids' books, as well as adults, but referral can be made to Janesville school for assistance. Also considering the need for alternative story time for children with autism. Magnifier available for patrons. Hearing loop is installed in our library. Basic ASL might be helpful for common library terminology. M P3 players are also helpful for patrons to use.

#22: Freedom of Expression and Inquiry emphasizes open access for all. Collection Dev/Weeding policy approved in April. Internet access policy has not been reviewed since 2010, will need to be done in an upcoming meeting. Internet filtering is not done at this time. Meeting room has to be open to all, but regular meetings could be discouraged so the room is available.

Payment of Bills and Vouchers:

Total amount: \$2074.90. Todd moved, Mike seconded to approve vouchers. Voice vote: Todd, aye; Pat, aye; Michael, aye; Veronica, aye; Lex, aye; Kay, aye. Motion carried.

Friends of the Library Update: Assisted with End of Summer Party and National Night Out. Meeting tomorrow night, 9/11 at 6:30.

Next Meeting: October 1, 2019 at 4:00pm

Future Agenda Items:

HASD population study

Closed Dates for 2020

Trustee Essentials #23 & #24

Budget (November meeting)

Motion to Adjourn: Todd moved, Mike seconded to adjourn at 5:25pm. Motion carried.

Submitted by: Pat Lund-Moe, Secretary