

Village of Hortonville Library Board

Meeting Minutes 10-6-2020

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

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

Members absent/excused: Todd Timm

Others present: Allie Krause, Library Director; Dan Nejedlo, Village Board Trustee

Minutes from the September 8, 2020 board meeting were approved. Michael moved, Kay seconded, motion passed. Jenna abstained due to absence last month.

Agenda Changes: none

Public Comment- none

Director's Report:

New system hasn't been able to update and transfer statistics from old, so Allie is not able to provide stats at this point.

- a. Personnel: Evie resigned as of 10/2/20, position posted at 20 hrs/wk; Start date to be determined by any COVID closure plans.
One employee is waiting COVID test results; Depending on test results, would go back to curbside or total closure temporarily. Would create "book bundles" of topics/genres and craft kits to offer for pick-up. Offer will be extended to teachers as well.
- b. Budget and Revenue: at about 70% of budget, significantly lower in other areas due to closures, and change in staffing levels and benefits.

Library Pandemic and Health Emergency Policy Amendment: Allie will re-word policy in more general terms to cover as much as possible and indicate following guidelines of the Outagamie County Health Department. Moved by Veronica, seconded by Michael to approve. Roll call: Veronica, aye; Kay, aye; Michael, aye; Pat, aye; Jenna, aye; Lex, aye..

Personnel and Finance Committee Report: Minutes included in packet and will be addressed item by item as progress through agenda.

Library Capital Improvement Project: Allie spoke with a DEMCO rep yesterday with all specs prepared. Specific quote numbers are not available yet. Design fee is free, but there all installation fees, and all books/shelving have to be removed prior to their arrival. If someone else installs, any breakage is not covered by DEMCO. Order can be placed, installation could be accomplished between Christmas and New Year's. Pre-invoicing available so the exterior shelving will be paid from our 2020 budget. Allie will pursue sale prices for all shelving and ask for invoicing on the rest of the shelving after approval of the total 2021 Village Budget in November. Research needs to be done on options for selling bookshelves and how that is handled because they are a capital asset.

Library Employee Personnel Manual Compensation Addendum:

- a. Addendum Revision- Recommended by Personnel/Finance committee to amend per highlighted version in packet: Kay moved, Michael seconded. Roll call: Veronica, aye; Kay, aye; Michael, aye; Jenna, aye; Lex, aye; Pat, aye;
- b. Current Employee Compensation for unused PTO prior to resignation: Moved by Veronica, seconded by Michael. Roll call: Veronica, aye; Kay, aye; Michael, aye; Lex, aye; Jenna, aye; Pat, aye.

Director Wage Change: Kay moved to change Director's position from hourly to salary, Michael seconded. Roll call: Veronica, aye; Kay, aye; Michael, aye; Lex, aye; Jenna, aye; Pat, aye;.

Library Employee Compensation Rate:

- a. Employee Compensation Increase: Veronica moved to approve 4% employee increase effective 8/30/20, seconded by Kay. Roll call: Veronica, aye; Kay, aye; Michael, aye; Lex, aye; Pat, aye.
- b. 2021 Compensation Rate: Mike moved to approve \$1 per hour increase in employee (excluding Director) wages effective 1/1/21, seconded by Lex. Roll call: Veronica, aye; Kay, aye; Michael, aye; Lex, aye; Jenna, aye; Pat, aye.

Library Open Position Wage: Will post at \$10.40 an hour.

2021 Library Budget Approval: Move to approve by Kay, seconded by Michael. Roll call: Veronica, aye; Kay, aye; Michael, aye; Pat, aye; Jenna, aye; Lex, aye.

Payment of Bills/Vouchers: Total of \$1607.37. Moved to approve by Veronica, seconded by Michael. Roll call: Veronica, aye; Kay, aye; Michael, aye; Lex, aye; Jenna, aye; Pat, aye.

Friends of the Library update: Meeting this Thursday, 10/8 at 4:30 pm. Book sale has made around \$1000 thus far. Discuss possibility of a bake sale during the election but concern over COVID.

Future Meeting Dates: November 10, 2020, 4:00pm **via Zoom** (election on November 3rd)

Items to add for future agendas:

- a. Library Strategic Plan
- b. Wisconsin State Library Standards

Motion to adjourn: Michael moved to adjourn, Veronica seconded. Meeting adjourned at 5:35 pm.

Submitted by Pat Lund-Moe, Secretary