

Village of Hortonville Library Board

Meeting Minutes 11-10-2020 via Zoom

Meeting was called to order at by at 4:02 p.m. by Jenna Foth, President

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

Members absent/excused: Michael Wirkus

Others present: Allie Krause, Library Director

Minutes from the October 6, 2020 board meeting were approved: Lex moved, Kay seconded, motion passed.

Agenda Changes: none

Public Comment- none

Director's Report:

- a. Personnel: Part-time position still open, 2 applications received.
- b. Curbside services: Offered since October 8th, averaging 27.5 pick-ups per day. Evenings are still utilized some, so Allie recommends maintaining current hours. Basket giveaways are going well, with each curbside pick-up having their names put in the drawing.
- c. Budget & Revenue: Updated 2021 included in packet. Vouchers included also, doing well for 2020. Budget line amendments will be presented in December in order to pay out for the exterior shelving. No revenue report, due to no fines paid and no printing.

2021 Library closed dates: Half-day of training will be needed after new catalog installed in 2021, in addition to scheduled holidays. Date TBD after OWLS schedules installation. Veronica moved, Lex seconded to approve the 8 closed dates proposed, with an additional half-day for training when that is determined. Voice vote, all "aye", approved. Jenna, aye; Veronica, aye; Todd, aye; Pat, aye; Lex, aye; Kay, aye.

2021 Library budget update: Village added a new line for annual audit. This will be an additional \$800 contribution from Village and with the expense to be noted in the annual report. Motion by Pat, seconded by Todd to approve the \$800 additional contribution by Village for audit purposes. Voice vote, all "aye", motion passed. Jenna, aye; Veronica, aye; Todd, aye; Pat, aye; Lex, aye; Kay, aye.

Library Capital Improvement Project: Linear feet will be increased with both extra width and height. This will allow us to keep our collections longer, not having to weed as often to make room for more materials. Colors coordinate well with our present décor. Timeline: design is at manufacturer with a 6 week turn-around, goal of mid-December to 3rd or 4th week for delivery. All materials have to be off shelves and area cleared prior to delivery. Current shelving will be auctioned on a public site, with no fee or commission for site, but buyers pay a convenience fee and have to pick up. Village will keep 4, individual has requested 2. Price has not been determined for those items. Order has to be placed after the first of the year for the rest of the shelves, per the auditors. Allie has a meeting with DEMCO tomorrow to discuss options.

Payment of bills/vouchers: Todd moved, Veronica seconded to approve bills/vouchers in the amount of \$1008.89. Voice vote, all “aye”, motion passed. Jenna, aye; Veronica, aye; Todd, aye; Pat, aye; Lex, aye; Kay, aye.

Friends of the Library Update: Books need to be sorted and packed for AAUW acceptance for their sales.

Future Meeting Dates: December 1, 2020 4:00 pm via Zoom

Items to add for future agendas:

- a. Library Strategic Plan
- b. Wisconsin State Library Standards
- c. Budget line amendments

Motion to adjourn at 5:03pm by Kay, seconded by Veronica, all in favor, meeting adjourned.

Submitted by Pat Lund-Moe, Secretary