

Village of Hortonville Library Board

Meeting Minutes 12-01-2020 via Zoom

Meeting was called to order at by at 4:03 p.m. by Veronica Woodward, Vice-President

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

Members absent/excused: Jenna Foth, Kay Forton

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President

Minutes from the November 10, 2020 board meeting were approved: Lex moved, Pat seconded, motion passed. (Mike abstained due to absence)

Agenda Changes: none

Public Comment: none

Director's Report:

- a. Personnel: Part-time position still open; Another part-time person returned to work this week.
- b. Curbside services: Continuing, high count was 47 on 11/27. Need plastic bags again. Business tote bag donation possibility also.
- c. Capital Improvement Project: Shelf installation planned for week of 12/14. Plans tentative due to prep work needing to be done. Library will need to close curbside temporarily to facilitate. Old shelves will be put on surplus site, with Village keeping some for future use. Village and DPW staff will be handling the work. Todd offered school's equipment if needed.
- d. Statistics: 4650 cards held as of end of 3rd quarter, last year at this time: 4898. May partially be due to a different kind of e-book available at different libraries that we do not carry. Possible card membership drive could be done after COVID. Allie will research cost of the e-book program offering.
- e. Budget & Revenue: Bottom line we are at 84.92% spent this year. No revenue report due to lack of fines, fax, printing income.

2020 Budget Line Amendments: Lex moved, Mike seconded to make budget line amendments from four lines (payroll, benefits, health insurance, utilities) to the 310 line in order to cover the shelving costs. Voice vote: Pat, aye; Lex, aye; Mike, aye; Todd, aye; Veronica, aye. Motion passed.

Library employee paid-time rollover: It has been difficult for staff to use their time due to staff shortage and COVID. Allie requests approval of rollover for staffs' unused paid time off. Mike moved, Pat seconded to allow roll-over of employee paid time off to 2021.

Payment of bills/vouchers: Mike moved, seconded by Todd to approve vouchers in the amount of \$1954.92. Voice vote: Pat, aye; Lex, aye; Mike, aye; Todd, aye; Veronica, aye. Motion passed.

Friends of the Library Update: Packed up books to be moved to Kaukauna for the AAUW book sale and will transport on December 8th beginning at 8 am. Received a \$500 donation from an FOHL life member, included with a note praising the staff for the great job they have been doing during COVID. Allie will

develop an Amazon wish list, Pat will draft a FOHL membership renewal letter. Flyers with wish list and FOHL info will be put in curbside pick-up bags.

Future Meeting Dates: January 5, 2021 4:00 pm

Items to add for future agendas:

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

Motion to adjourn by Mike, seconded by Lex, all in favor, meeting adjourned at 4:53pm.

Submitted by Pat Lund-Moe, Secretary