

Village of Hortonville Library Board

Meeting Minutes 12-3-2019

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

Members in attendance: Veronica Woodward, Pat Lund-Moe, Lex Jandourek, Jenna Foth, Michael Wirkus

Members absent: Kay Forton, Todd Timm

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

Minutes from the November 5th meeting were approved with the change of wording: "Owls" funding to "county" funding on page 2: moved by Veronica, seconded by Michael. Jenna abstained due to her absence in November. Motion carried.

Agenda Changes- none

Public Comment- none

Personnel Committee Update: Discussed employee wage increases and performance reviews.

Motion by Michael seconded by Veronica to move into closed session per State Statute 19.85(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility by seconded by. Voice vote: Jenna-aye; Lex-aye; Michael-aye; Pat-aye; Veronica-aye; **Motion carried.**

Motion to move into open session by Veronica, seconded by Lex. Roll Call: Jenna-aye, Lex-aye, Michael,-aye, Pat,-aye, Veronica-aye. Motion carried.

Motion by Michael, seconded by Lex to approve the wage/benefit changes addressed in closed session.

Director's Report—see report for more details

- UW Extension 3- part Focus on Future programs are running.
- Story times start up in January again, with other staff working on summer programs
- 4898 cardholders, 241 higher than end of 2018
- Circulation is up to 7000 per month
- Lender/borrower ratio is .52, up from .5 . Allie is looking at ways to bring this up by talking to other libraries
- Food for Fines successful. Excess food to be donated to the new Little Free Pantry
- Staff training will be January 20th, library closed for staff inservice.
- New computer system will be installed between May and August (busiest time). Allie would like to ask for an additional training date for staff when library is closed after installation is complete.
- Report received from the 2019 summer library program. Good reports statewide.
- Current budget included. \$3200 in fines/fees; \$1200 in faxes and copies.

Trustee Essentials:

- **#25:** liability, personal loss; open meeting laws, 1st amendment, etc. No one trustee can act of behalf of the board without prior approval by full board
- **#26:** board make-up; can be on both municipal board and OWLS board; system director needs Grade 1 certification, similar to larger libraries; Allie has Grade 2; library legislative days
- **#27:** orientation and continuing education: two terms expire in 2020 but some discrepancy on this, as Veronica's started in 2016. Kay's seat is up in 2020. Orientation should be done by both the library director and the board. Allie would like input from the board regarding orientation for new board members. Continuing education is also available for new board members.

Friends of the Library Update:

- Donation tree is set up in the library
- Membership letters will be sent out
- Friends will provide lunch during the January staff training day

Payment of Bills and Vouchers: Motion to pay bills and vouchers in the amount of \$2157.55 by Mike, seconded by Lex. Roll call vote: Lex-aye, Mike-aye, Veronica-aye, Jenna-aye. Motion carried.

Next Meeting: January 7, 2020: 4:00 pm

Future Agenda Items:

- a. Director Review- February, will discuss in January
- b. Wisconsin State Library Standards
- c. Library Policy Review
- d. Budget Line Amendments

Motion to Adjourn at 5:08 by Veronica, seconded by Mike. Motion carried.

Submitted by: Pat Lund-Moe, Secretary