

Village of Hortonville Library Board

Meeting Minutes 4/09/2019

Meeting was called to order at 4:00 pm by Vice President, Mary Jo Lantz.

Members present: Pat Lund-Moe, Lex Jandourek, Jenna Foth, and Veronica Woodward.

Members excused: Todd Timm & Kay Forton

Also in attendance: Allie Krause, David DeTroye, Nathan Treadwell

Minutes from the March 5, 2019 meeting were reviewed and approved. Motion to approve minutes by Jenna; Seconded by Mary Jo. Motion carried.

Agenda changes – Tabled Trustee Essentials 14 & 15 discussion until May.

Public comment – None

Allie gave her Director's report – See report for details.

2019 Budget Line Amendment – Amendment was approved at the April meeting. Allie brought forth an approval form for two trustees to sign.

Materials Selection and Weeding Policy – Motion to approve the Materials Selection and Weeding Policy and the Formal Reconsideration of Materials Form (with one correction) - by Mary Jo. Seconded by Pat. Motion carried.

Wisconsin Library Standards – Discussion of items that needed attention from Tier One:

- a. **New Trustee Orientation** – Ideas for new trustees include giving them a library tour, creating a packet of information including the Trustee Essentials, weblinks for Continuing Education, and a bullet list of what the job entails.
- b. **Emergency Procedures** – At next week's staff meeting, Allie is planning on going over the village safety manual.

Payment of bills/vouchers -- Motion to approve bills/vouchers in the total amount of \$2,984.92 by Mary Jo; Seconded by Veronica. Approved unanimously by roll call vote.

Friends of the Library update

- Next meeting is Wednesday, April 10 at 6:30.
- Book sale is May 10th & 11th – still looking for help, especially for set-up and bake sale.
- Donated supplies for the Eggstravaganza.

Future meeting dates – Next meeting is Tuesday, May 7th at 3:30.

Meeting Adjourned – Motion to adjourn at 4:54 pm by Jenna ; Seconded by Mary Jo. Approved unanimously.

Future Agenda Items:

Library Personnel Benefits (Personal time)

Trustee Essentials 14 & 15

Board Officer Elections

Submitted by: Veronica Woodward