

March 26, 2024

Hortonville Public Library Board of Trustees Meeting Minutes

4:00 pm – Convenes in the Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

I. Call to order by presiding officer

The meeting was called to order at 4:04 pm by Mike Wirkus.

II. Roll call

- a. Members present: Ann Seyfert, Christina King, Mike Wirkus, Pat Lund-Moe and Lex Jandourek.
- b. Members absent: Kristi Compton, Jenna Foth

III. Agenda changes (to change the position of an item already on the agenda)

None

IV. Public comment

Library Director, Allie Krause, thanked Pat Lund-Moe for her years on the Library Board. This is Pat's last meeting; her term on the Village Board is lapsing.

V. Consent agenda

- a. Library Board of Trustees meeting minutes- February 27, 2024
- b. Payment of bills and vouchers

Christina moved/Pat seconded to approve consent agenda and payment of bills and vouchers in the amount of \$1,223.18.

Voice Vote: Lex, aye; Christina, aye; Ann, abstain, Pat, aye; Mike, aye.

VI. Director's report (provided by Library Director)

a. Personnel

- Staff watched and recommended the movie Origin, based on the book Caste, by Isabel Wilkerson.

b. Programming

- Started receiving prizes for the summer programs.
- Had a great turnout so far for the Spring Break activities. The staff is really working on STEM and STEAM activities and looking at different programs they can offer on Saturdays. This will allow them to reach more people that are not available during the week.
- The candy catapult activity for tweens was a big success.

c. Statistics

- Circulation and ratio are increasing.

d. Ongoing projects & miscellaneous

- Strategic Planning in process, to be completed by the end of 2024. The planning has been broken into smaller parts so it is more manageable.

e. Meetings & continuing education

f. Budget & revenue

- The percent of intake has been good. \$1,000 has been budgeted for fines and fees and the amount has reached almost half of that for the year already.

- VII. Discussion and possible action on staff WAPL attendance**
- Staff has requested to close Friday, May 3 to attend WAPL, as one of the staff members is presenting and they would like to go and support her.
 - The event is held on Thursday, May 2 and Friday, May 3. There are sessions that would be beneficial for the staff to attend on both days.
 - Motion was made by Christina to close all day on Friday, May 3 so all of the staff can attend WAPL and Thursday will remain open, but Allie will decide which staff members are able to attend some of the sessions Thursday. As long as there is enough coverage for the library to remain open. Second - Lex
- VIII. Discussion and possible action on budget line amendment from reserve to active line.**
- Need to address in April meeting.
 - Motion made by Ann to move to the April meeting, Pat seconded.
- IX. Motion to move into closed session**
- Motion made by Ann, Christina seconded.
- State Statute 19.85(c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which governmental body has jurisdiction or exercise responsibility.**
- X. Motion to move into open session.**
- Motion made by Christina, Ann seconded.
- XI. Motion to take action on any matters discussed in closed session.**
- Moving action to the April meeting, no motion needed.
- XII. Friends of the Library update**
- Book Sale dates moved to May 17-18th due to availability of the community room. There is a Village Board meeting on Thursday, May 16th, so set up will need to be pushed to the meal side of the room and reset on the morning of the 17th. Set up will start around 7:00 a.m. A sheet will be put out for volunteer sign-up.
 - Summer Library theme this year is “Adventure Begins At Your Library.” We will be doing a Kick-Off Carnival on Tuesday, June 18th. There will be four food trucks (Big Mouth Gyros, Doughlicious, El Agave, and Appleton International Airport Ice Cream Truck with free ice cream). It will be held at Commercial Club Park.
 - HPL will be at the Greenville Farmer’s Market on June 12th, June 26th, July 7th, and August 21st from 3:00-6:00 p.m. Early in June they will sign people up for the summer program. There will be a rock scavenger hunt one day.
- XIII. Future meeting dates:**
- a. April 23, 2024 - 4:00 p.m.
 - b. May 28, 2024 - 4:00 p.m.
- XIV. Items to add for future agendas**
- XV. Motion to adjourn**
- Ann moved/Christina seconded, motion carried. Meeting adjourned at 4:50p.m.

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Library Director at 920-779-5000 with as much advance notice as possible.