

August 22, 2023

Hortonville Public Library Board of Trustees Meeting Minutes

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

- I. **Call to order** by Mike Wirkus, President at 4:00 pm
- II. **Roll call:** Ann Seyfert, Lex Jandourek, Kristi Compton, Michael Wirkus, Pat Lund-Moe; excused: Jenna Foth, Christina King, Todd Timm; Others Present: Allie Krause, Library Director; Jeanne Bellile, Village President; Nathan Treadwell, Village Administrator
- III. **Agenda changes (to change the position of an item already on the agenda):** none
- IV. **Public comment:** None
- V. **Consent agenda**
 - a. **Library Board of Trustees meeting minutes- June 27, 2023** motion to approve by Pat, seconded by Lex with correction of Ann Seyfert being excused but available by phone if needed.
 - b. **Library Board of Trustees meeting minutes- July 25, 2023** correction of FOHL amount \$350 instead of \$340
 - c. **Payment of bills and vouchers** moved to approve 7/25/23 minutes and vouchers in the amount of \$2593.48 by Ann, seconded by Lex. Roll call vote: Pat, aye; Kristi, aye; Ann, aye; Mike, aye; Lex, aye. Motion passed.
- VI. **Director's report (provided by Library Director)**
 - a. **Personnel:** Michaela Woodward is now director at Shiocton, but will continue as needed to substitute.
 - b. **Programming:** State Park passes a success; 50+ programs with 1440 participants. All staff will be going to a Timber Rattler game as a staff to celebrate.
 - c. **Statistics** included in report.
 - d. **Budget & revenue:** Allie will be participating in a workshop hosted by WLS to develop a strategic plan for the library. Scholarship available through OWLS, request will be made to FOHL for assistance.
- VII. **Discussion and possible action regarding early closure for Hortonville Homecoming Parade.** Staff would like to have a float in the parade. Motion by Ann, seconded by Kristi to allow a 3pm closing time with staff participating in the parade. Motion approved.
- VIII. **Presentation regarding creation of separate library funds.** There would be a separate area of the budget (200 fund) specifically tracking library funds. All revenue and expenditures would be recorded in the same separate area of the Village budget. This will facilitate Allie's ability to more effectively access budget amounts and file annual reports.
- IX. **Friends of the Library update:** Brief update on the Summer Carnival. Great turn-out. Need two balloon artists next year. Table-top cotton candy machine needs to be replaced by industrial size. Plenty of hot dogs. Next FOHL meeting is September 13th at 6pm.
- X. **Future meeting dates**
 - a. September 26, 2023- 4:00 pm (this will be a longer meeting, including two closed sessions to conduct Allie's review, first with board and second to include Allie)
 - b. October 24, 2023- 4:00 pm
- XI. **Items to add for future agendas**
 - a. Library Director review- September- Pat will get questionnaires to staff for input. Allie will send self-evaluation to Mike by August 24th, and board members will receive Allie's evaluation from Mike, and bring our evaluations to the closed session.
 - b. 2024 budget approval

- XII. **Motion to move into closed session:** Pat moved, Ann seconded; Roll call: Pat, aye; Kristi, aye; Ann, Aye; Mike, aye; Lex, aye; Motion passed. Went into closed session at 4:35pm.
State Statute 19.85(c): Considering employment, promotion, compensation, or performance evaluation data of any public employe over which the governmental body has jurisdiction or exercise responsibility
- XIII. **Motion to move into open session;** Moved by Ann, seconded by Lex; Roll call: Pat, aye; Kristi, aye; Ann, aye; Mike, aye; Lex, aye. Motion carried, returned to open session at 5:38pm.:
- XIV. **Motion to take action on any matters discussed in closed session:** Motion by Ann, seconded by Lex to increase wages of new library assistants will start at \$15 current library assistants to \$16, with Programming and Outreach Coordinator to \$19 per hour. Voice vote: Pat, aye; Kristi, aye; Ann, aye; Mike, aye; Lex, aye. Motion passed.
- XV. **Motion to adjourn** by Kristi, second by Pat, motion passed to adjourn at 5:40pm.

Submitted by Pat Lund-Moe

Posted by: Alexandra Krause, Hortonville Public Library Director
08/18/2023