

June 25, 2024

Hortonville Public Library Board of Trustees Meeting Minutes

4:00pm – Convened 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 4:04pm by Secretary Jenna Foth**
- II. Roll Call
 - A. Members Present: **Jenna Foth, Kristi Compton, Lex Jandourek, Jane Olk, Stephanie Holtz**
 - B. Members Absent: **Mike Wirkus, Christina King**
 - C. Also in Attendance: **Allie Krause (Library Director)**
- III. Agenda Changes (to change the position of an item already on the agenda): **N/A**
- IV. Public Comment: **N/A**
- V. Consent Agenda: **A motion was made by Lex to approve the items listed on the consent agenda. Seconded by Kristi. Roll Call Vote: Jenna Foth, aye; Kristi Compton, aye; Lex Jandourek, aye; Jane Olk, aye, Stephanie Holtz, aye. Motion Carried.**
 - A. **Library Board of Trustees Meeting Minutes - May 28, 2024**
 - B. **Payment of Bills and Vouchers in the amount of \$3,970.16**
- VI. Directors' Report: **New library assistant started on June 10th. Reviewed updates regarding current and upcoming programming. Reviewed statistics on circulation and circulation ration. Reviewed updated budget.**
- VII. Discussion and possible action regarding closure of Saturday, September 21st: **Discussed possible closure options for September 21, including full vs. half day closure. Allie will discuss options with her staff and come back with a recommendation in July.**
- VIII. Discussion and possible action regarding cross county billing between Outagamie and Winnebago Counties: **The library is seeing more cross county usage between Outagamie and Winnebago counties. Reviewed funding request from Winnebago county to OWLS based on patronage. Billing starts on July 1st, 2024. A motion was made by Jane to accept cross county billing between Outagamie and Winnebago counties and to add the appropriate budget line item to the 2025 budget. Seconded by Kristi. Motion Carried.**
- IX. Discussion regarding Federal Fair Labor Standards Act Changes: **Reviewed Fact Sheet 17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA). By July 1st of 2024, salaried employees must earn a minimum of \$43,888 and by January 1st 2025, salaried employees must earn a minimum of \$58,656. The library board will need to consider for 2025 budget.**
- X. Discussion regarding timeline for Library Director Performance Review: **discussed target date for library director performance review. Allie will complete her self-evaluation and deliver it to the board by the end of July 31st. Allie will also provide her staff with feedback forms to be completed and returned to the board by July 31st. The library board will review responses and performance review will be held at the August meeting.**
- XI. Friends of the Library Update: **No new updates. The next FOHL meeting will be July 17th at 6:00pm**
- XII. Future meeting dates
 - A. **July 23, 2024 - 4:00pm**
 - B. **August 27, 2024 - 4:00pm**
- XIII. Items to add to future agendas
 - A. **Library staffing levels - August**
 - B. **Library Strategic Plan**
 - C. **Library Director Evaluation, closed session - August**
- XIV. Motion to adjourn: **a motion was made by Jane to adjourn at 5:01pm. Seconded by Stephanie. Motion Carried.**