

**July 23, 2024**

**Hortonville Public Library Board of Trustees Meeting Minutes**

**4:00pm** – Convenes in 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 4:03pm by president Mike Wirkus.
- II. Roll call:
  - a. **Members Present:** Mike Wirkus, Jenna Foth, Kristi Compton, Lex Jandourek, Jane Olk, Stephanie Holtz, Christina King
  - b. **Members Absent:** N/A
  - c. **Also in Attendance:** Allie Krause (Library Director), Jeanne Bellile (Village President)
- III. Agenda changes (to change the position of an item already on the agenda) – N/A
- IV. Public comment – N/A
  - a. Consent agenda – a motion was made by Kristi, seconded by Stephanie. Roll Call Vote: Mike Wirkus, abstain; Jenna Foth, aye; Kristi Compton, aye; Lex Jandourek, aye; Jane Olk, aye; Stephanie Holtz, aye; Christina King abstain. **Motion Carried.**
  - b. Library Board of Trustees meeting minutes- June 25, 2024
  - c. Payment of bills and vouchers in the amount of \$2,164.73
- V. Director’s report (provided by Library Director) – Reviewed items included in the director’s report including personnel updates, summer programming, library statistics, ongoing projects, and updated library budget.
- VI. Discussion and possible action regarding nullification of Personnel Manual Addendum – Village of Hortonville Board of Trustees recently amended personnel manual to adopt PTO for permanent part-time employees. A motion was made by Christina to nullify the current Personnel Manual Addendum. Seconded by Kristi. **Motion Carried.**
- VII. Discussion and possible action regarding adoption of Village of Hortonville Personnel Manual – A motion was made by Christina to adopt the current Village of Hortonville Personnel Manual. Seconded by Kristi. **Motion Carried.**
- VIII. Discussion and possible action regarding 2025- 2029 Hortonville Public Library Strategic Plan Reviewed draft Hortonville Public Library Strategic Plan (2025 – 2029). A motion was made by Jenna to approve the Hortonville Public Library Strategic Plan. Seconded by Stephanie. **Motion Carried.**
- IX. Motion to go into closed session – a motion was made by Christina to move into closed session at 4:30pm. Seconded by Jane. Roll Call Vote: Mike Wirkus, aye; Jenna Foth, aye; Kristi Compton, aye; Lex Jandourek, aye; Jane Olk, aye; Stephanie Holtz, aye; Christina King, aye. **Motion Carried.**

**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 exercise responsibility**

- X. Motion to go into open session a motion was made by Kristi to move into open session at 4:46pm. Seconded by Jenna. Roll Call Vote: Mike Wirkus, aye; Jenna Foth, aye; Kristi Compton, aye; Lex

Jandourek, aye; Jane Olk, aye; Stephanie Holtz, aye; Christina King, aye. **Motion Carried.**

- XI. Motion to take action on matters discussed in closed session – a motion was made by Jenna to approve the promotion of a limited part time employee to permanent part time employee, effective 7/23/2024. Seconded by Christina. Roll Call Vote: Mike Wirkus, aye; Jenna Foth, aye; Kristi Compton, aye; Lex Jandourek, aye; Jane Olk, aye; Stephanie Holtz, aye; Christina King, aye. **Motion Carried**
- XII. Discussion and possible action regarding budget line amendment – A motion was made by Christina to approve the budget line amendment proposed with changes. Seconded by Kristi. Roll Call Vote: Mike Wirkus, aye; Jenna Foth, aye; Kristi Compton, aye; Lex Jandourek, aye; Jane Olk, aye; Stephanie Holtz, aye; Christina King, aye. **Motion Carried.**
- XIII. Friends of the Hortonville Library update – reviewed updates from the most recent FOHL meeting. The next FOHL meeting will tentatively be held on September 18<sup>th</sup> at 6:00pm in the Library.
- XIV. Future meeting dates
  - a. August 27, 2024- 4:00 pm
  - b. September 24, 2024- 4:00 pm
- XV. Items to add for future agendas
  - a. Library Director evaluation- August
  - b. Updates to September Library Board Meeting Date - August
  - c. 2025 Library budget- September
- XVI. Motion to adjourn – a motion was made by Christina at 5:04pm. Seconded by Jenna. **Motion Carried.**

Posted by: Jenna Foth, Secretary  
07/23/2024