

**August 27, 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 4:02 p.m.
- II. **Roll call** - Mike Wirkus, Christina King, Jane Olk, Kristi Compton, Stephanie Holtz  
Absent: Jenna Foth and Lex Jandourek
- III. **Agenda changes**
- IV. **Public comment**
- V. **Consent agenda**
  - a. Library Board of Trustees meeting minutes- July 23, 2024 – Motion: Christina – Second Stephanie
  - b. Payment of bills and vouchers Motion: Christina – Second: Stephanie
- VI. **Director’s report (provided by Library Director)**
  - a. Personnel
    - i. Beck’s transition is going very well.
    - ii. 6 out of 8 employees have hit longevity at three years.
  - b. Programming
    - i. State Park passes still available
    - ii. The September calendar is in the packet and scaled back from the summer. September things slow down due to school and work mode.
  - c. Statistics
    - i. 1250 summer program registration – highest they ever have
    - ii. 4800 bookmarks returned
    - iii. 59 programs, 2500 people.
  - d. Ongoing projects & miscellaneous
    - i. Planning October and November programming
      1. Blue Healer Day aka Bluey day coming up
  - e. Meetings & continuing education
    - i. September 21 – staff will be working but close at noon – one staff member will work from 11-12 to cover the last hour.
  - f. Budget & revenue
- VII. **Discussion and presentation by Bradley Shipp, OWLS Director**
  - a. Every summer for the past three-four years Bradley attempts to visit all library boards.
    - i. Reasons for visit:
      1. Know what OWLS is and get familiar with Bradley and how they are there to help. Important for us to understand they have a citizen volunteer board appointed by the board. OWLS has a board and if you needed something you could reach out to them as a resource.
      2. Board education – asks the director what they could speak about.
    - ii. Roles and responsibilities of the board

1. A lot of the questions they get from the libraries are who is in charge, the library board vs. library vs. municipality.
  2. In general, the municipality creates and authorizes the library to occupy the building. Once they have determined this, the library board has control of the facility. The municipality provides the primary funding to the library from funding. The library board controls the funding of the library. Libraries are given more autonomy due to intellectual freedoms.
  3. Village board cannot withhold funding and cannot take items out of the collection.
  4. Funding and appointing trustees = Village Board responsibilities
  5. Library Board – setting strategic direction and policy.
    - a. Strategic plan monitoring
  6. Library Director – takes the reigns at the operational and procedure level
  7. Videos will be available soon for each chapter of the Trustee Essential Manual.
- iii. OWLS services/fees and what they provide the libraries
1. Required services provided by state funds, do not charge the libraries for: considered statutory service requirements.
  2. Non-mandated Services – provided for Free to the libraries.
  3. Non-mandated Services – Minimal Charges Apply – primarily printing services
  4. OWLSnet – Non-Mandated Service – Charges Apply – service of OWLS that is provided to a larger set of libraries in the Nicolet federated library systems. Mostly technology related.
  5. Integrated Library System (ILS) - Info soup, online public catalog, texting notifications, and all the servers, firewalls, internet services, training and statistics. Marketing tool kits, software, PC time management, antivirus software, etc.
  6. Pass through payments – example: Outagamie County sends funds; they distribute down to the libraries.
- iv. OWLS Provides:
1. Expertise
  2. Your partner in advocacy
  3. Save libraries money
- b. Question (Mike): Is there a service Hortonville should be utilizing that it is not?
- i. Bradley – Hortonville is a very busy library and utilizes a lot of services, especially printing. She would like to see better use of databases for all libraries. Tumble books – read out loud to children. Ancestry – it is a higher cost application that they discuss annually cost vs. usage. Not necessarily that Hortonville could make better use of certain programs or if it is overall and needs to be looked at as a resource that is no longer needed. She will give this additional thought.
- c. Fees:
- i. OWLS net fee – larger fee paid by the library annually. It is one annual fee, not per service.
  - ii. Fee structure made up of four components:
    1. Base fee per location.
    2. Five-year weighted average of the three primary variables:

- a. Physical circulation
    - b. Physical items added
    - c. Extrapolated service population
  - 3. Credits
  - 4. Surcharges
- VIII. Discussion and possible action regarding change to September Library Board meeting date**
  - a. Allie was asked to put this on the agenda. September 24 is our next scheduled meeting, and Allie is off that day. Options: move ahead to September 17 or back to October 1. Motion to move meeting to October 1: Motion made by Jane – Second: Kristi
- IX. Discussion and possible action regarding 2025 closed dates**
  - a. Motion to approve closed dates: Motion: Christina – Second: Jane
- X. Motion to go into closed session – Motion: Christina – Second: Kristi**

**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**  
-Specifically, Library Director annual review

- XI. Motion to go into open session – Jane - Second: Stephanie**
- XII. Motion to act on matters discussed in closed session- N/A**
- XIII. Friends of the Hortonville Library update – Next meeting September 18 at 6pm**
- XIV. Future meeting dates**
  - a. September 24, 2024- 4:00 pm – updated to October 1, 2024, at 4:00pm
  - b. October 22, 2024- 4:00 pm
- XV. Items to add for future agendas**
  - a. Update to federal salary changes- September
  - b. 2025 Library budget- September
  - c. Library/School partnership discussion
- XVI. Motion to adjourn 6:30 pm – Stephanie – Second: Jane**

Posted by: Alexandra Krause, Hortonville Public Library Director  
08/23/2024

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.