

October 1, 2024

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 presiding officer – 4:02
- II. Roll call – Mike Wirkus, Christina King, Jane Olk, Kristi Compton, Lex Jandourek – Admin: Nathan Treadwell present
Absent: Jenna Foth and Stephanie Holtz
- III. Agenda changes (to change the position of an item already on the agenda)
- IV. Public comment
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- August 27, 2024
 - i. **Motion:** Christina King
 - ii. **Second:** Jane Olk
 - b. Payment of bills and vouchers
 - i. **Motion:** Christina King
 - ii. **Second:** Jane Olk
 - iii. **Roll Call:** all aye
- VI. Director’s report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - i. Keep promoting State Park passes, there are still some left.
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - i. Allie’s class on digitalization of records is starting up soon.
 - f. Budget & revenue
- VII. Discussion and possible action regarding change to Library Director salary exemption status
 - a. The federal government made an amendment to the minimum amount an exempt employee must make to \$58,656/year to qualify for exempt status in 2025.
 - i. Allie pro/con list:
 - Hourly consideration is 40 hours a week
 - Exempt is more flexible
 - Exempt is more predictable for budgeting
 - More expensive up front due to the larger increase

Motion: Jane Olk – increase the Library Director salary to the federal minimum for the 2025 budgets.
Second: Lex Jandourek
Roll call: all aye, including Nathan Treadwell’s support

VIII. Motion to go into closed session

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 staff compensation for 2025

Motion: Jane Olk

Second: Christina King

IX. Motion to go into open session

Motion: Jane Olk

Second: Kristi Compton

X. Motion to act on matters discussed in closed session

a. Staff compensations increase of 4%

i. **Motion:** Christina King

ii. **Second:** Jane Olk

iii. **Roll Call:** all aye

XI. Discussion and possible action regarding 2025 library budget

a. Notable items:

i. County aid is increasing significantly based on the 2023 annual report

- \$1800 is coming from Winnebago county – this is new, based on Winnebago residents using the Hortonville Library

ii. Transfer from general fund is 1.44% based on net new construction from last year

iii. Included the Fed. Salary Minimum increase

iv. Travel and Seminar is increased because Allie is on a WI Library Association committee, which requires more training attendance

v. As of 2025, 6 of 8 employees will be on the longevity program

vi. 4% increase does account for the budge variances as well

vii. Conference budget has been increased as well for the staff

viii. Employee benefit section, life and disability insurance shows it is increasing due to WRS onboarding

ix. Library operations – 204 line – significantly decreasing, but some of this has been moved to line 310 for supplies

x. Line 204 – is now how public works is tracking their time when they are doing work for the library

xi. Based on usage; adult large print, magazines and DVDs has gone down but is being made up in other areas

xii. The budgets show overage of \$292.96 but this will likely be made up with print/fax fees throughout the year

Motion to approve 2025 budget: Kristi Compton

Second: Jane Olk

Roll Call: all aye

XII. Friends of the Hortonville Library update

i. Requests from Library: Puzzle table request

ii. Next Meeting: Wednesday, November 20 @ 6pm

- XIII. Future meeting dates
 - a. October 22, 2024- 4:00 pm
 - b. November 26, 2024- 4:00 pm
- XIV. Items to add for future agendas
- XV. Motion to adjourn @ 4:34
 - Motion:** Christina King
 - Second:** Jane Olk

Posted by: Alexandria Krause, Hortonville Public Library Director
09/27/2024

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.