

**January 24, 2023**

## **Hortonville Public Library Board of Trustees Meeting Notes**

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

- I. Call to order by presiding officer Mike Wirkus at 4:01pm.
- II. Roll call:
  - a. Members present: Jenna Foth, Pat Lund-Moe, Lex Jandourek, Christina King, Ann Seyfert
  - b. Members Absent: Todd Timm
  - c. Also present: 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
- V. Consent agenda: a motion was made by Jenna to approve the consent agenda, seconded by Christiana. Roll Call Vote: Ann; abstain, Christina; aye, Lex; aye, Pat; aye, Jenna; aye, Mike; aye. Motion carried.
  - a. Library Board of Trustees meeting minutes- January 03, 2023
  - b. Payment of bills and vouchers in the amount of \$3,053.23
- VI. Director's report (provided by Library Director): reviewed items listed in the director's report including 2022 year-end statistics, as well as the updated budget and revenue spreadsheet.
- VII. *Discussion and possible action regarding 2022 Library Budget line amendments*: discussed 2022 library budget line amendments. A motion was made by Jenna to move \$8,500.00 from the Library Payroll – Staff line (100-55-55101-110) to the -310 Library Supplies line (100-55-5510-310). Seconded by Pat. Roll Call Vote: Call Vote: Ann; aye, Christina; aye, Lex; aye, Pat; aye, Jenna; aye, Mike; aye. Motion Carried.
- VIII. Discussion and possible action regarding closures for staff development: conferences, etc. Discussed the potential staff development closures for 2023 included below. A motion was made by Pat to approve the Friday, March 3<sup>rd</sup> closure day for Hoot-Con. Seconded by Christina. Motion carried.
  - a. Hoot-Con (Little Chute): Friday, March 3<sup>rd</sup>
  - b. WAPL (Oshkosh): April 26<sup>th</sup> – April 28<sup>th</sup>. Allie will plan to stagger attendance for library staff over the course of the conference.
  - c. ALA Conference (Chicago): Saturday, June 24<sup>th</sup>
  - d. WLA Conference (Middleton): October 24<sup>th</sup> – October 31<sup>st</sup>
- IX. Discussion and possible action regarding Inclement Weather policy: Reviewed the current inclement weather policy. No action taken.
- X. Discussion and possible action regarding staff compensation due to inclement weather. Discussed staff compensation for days that the library is closed due to inclement weather. Allie will plan to give staff the option to work remotely on days that the library is closed due to weather. A motion was made by Jenna to approve the following staff compensation options for unscheduled closers. Seconded by Pat. Motion carried.
  - a. Unpaid day
  - b. PTO
  - c. Work Remotely on tasked designated by the library director.
- XI. Discussion and possible action regarding seasonal staff PTO – discussed whether or not to pay out the remaining balance of the 10 PTO hours for the seasonal staff member. PTO balance was paid out in 2021 due to COVID. A motion was made by Lex to pay the remaining PTO balance for the 2022 calendar year for the seasonal employee Seconded by Jenna. Motion carried. A second motion was also made by Lex to amend seasonal staff PTO policy to make it consistent with the rest of the library staff. Seconded by Christina. Motion carried.

- XII. Discussion and possible establishment of Personnel-Finance Committee Meeting: the annual report needs to be submitted to the state by March 1<sup>st</sup>. Allie requested to establish a personnel and finance committee meeting prior to the February Library Board of Trustees meeting to finalize the annual report. The next personnel and finance committee meeting will be on Thursday, February 23<sup>rd</sup> at 4:00pm.
- XIII. Friends of the Library update: The friends of the library annual meeting was held on January 11<sup>th</sup>. The next book sale will be May 12-13<sup>th</sup>. The Friends will also be holding a Norwex party in the community center on February 15<sup>th</sup> at 6:00pm. The next friends meeting will be held on March 8<sup>th</sup> in the library.
- XIV. Future meeting dates
  - a. February 28, 2023- 4:00 pm
  - b. March 28, 2023- 4:00 pm
- XV. Items to add for future agendas
  - a. Annual Report- February
  - b. Library strategic plan
  - c. Officer Election for open Vice President position - February
- XVI. Motion to adjourn was made at 5:19pm by Jenna, seconded by Pat. Motion carried.

Posted by: Jenna Foth, Secretary

1/24/2023