

HORICON PUBLIC LIBRARY BOARD MINUTES

Horicon Public Library
Board Meeting
March 14, 2022

The regular meeting of the Horicon Public Library Board was called to order electronically by Kris Ries at 6:30 p.m. The meeting was hybrid. Board members met in-person and via Zoom. Attending in person: Sue Grigg, Director Alex Harvancik, and Kristine Mattila. Attending remotely: Theresa Graven and Kris Ries.

Absent: Lisa Bischoff, Kathy Galvin and Richard Marschke

Secretary's Report

A motion by Kristine Mattila, 2nd by Theresa Graven to approve the February Library Board meeting minutes as presented. Motion carried.

Treasurer's Report

A motion by Kris Ries, 2nd by Sue Grigg to approve the March 2022 Transaction and Account Balances. Motion carried.

A motion by Theresa Graven, 2nd by Kristine Mattila to approve the March Petty Cash Balances as presented. Motion carried.

A motion by Sue Grigg, 2nd by Theresa Graven to approve the payment of the March 2022 bills in the amount of \$6,962.41. Motion carried.

Director's Report

- Statistical Summary - Alex has begun adding data from 1 year ago to the chart
- Internet usage
- Program Activity - New categories: (0-5), (6-11), (12-18), (Adult)
- Continuing Education
- Monarch/Dodge County Library Planning Committee/Friends - Sizable donation by Charlotte Pagel's brother. Alex does not have a final number yet. A copy of the ILS and the importance of the ILS Committee is included in the packet for illumination for the Board.
- Technology Report - Alex is working to get (10) Office 2021 licenses through Techsoup for \$36 each. Public Computer #7 is inoperative and she is making several computer purchases which should use all the technology funds for the year.
- Building Report - Automatic exterior door has been repaired.

- Staff Report - Lynn Laakso has resigned her position. Alex will post the position in-house before asking other staff to restructure their positions to incorporate Lynn's duties. If current staff does not wish to restructure, Alex will look to hiring a new person.

New Business

- Outreach Delivery Service Policy Draft - Reviewed the policy. Would most likely start this summer. Will table the policy for discussion at April meeting.
- Inter-library Loan Policy was amended. Kristine Mattila moved, 2nd by Sue Grigg to amend the policy. Motion carried.
- Staff Continuing Education and Training was reviewed.
- A motion by Kris Ries, 2nd by Theresa Graven to accept the new Library Mission statement was carried.

Unfinished Business

- Volunteer Luncheon - A motion by Theresa Graven, 2nd by Sue Grigg to approve \$700 for the Sunday, April 3 Volunteer Luncheon was carried.
- COVID19 Library Response and Activities - Library is currently in final phase of reopening. Everything will stay as is except possible/probable removal of plexiglass @ main desk.
- Director Review - A motion to approve the 2022 Performance Evaluation for Alexandra Harvancik was made by Kris Ries, 2nd by Theresa Graven. Motion carried.

A motion by Kristine Mattila, 2nd by Sue Grigg to adjourn the meeting at 7:15. Motion carried.

The next meeting will be held on Monday, April 11, 2022, at 6:30 p.m. in the Library Meeting Room or via Zoom.

Minutes respectfully submitted,
Kris Ries