

Hazel Mackin Community Library
Board Meeting Minutes
November 30, 2021

The meeting was called to order by President Haugen at 4:30 pm.

Board members present: Donna Haugen, Margie Stone, Barb Bartos - virtual, Katy Kapaun, Lyndia Hanson (Secretary), Stephanie Lamia (Treasurer). Also present were Director Schoess and Peter Tharp.

Kapaun moved (Stone 2nd) to approve the agenda; approved.

Kapaun moved (Haugen 2nd) to approve the minutes from the October meeting; approved. It was noted there was a small typo needing correction; corrected.

Haugen moved (Stone 2nd) to approve and pay the bills from the previous month; approved.

Lamia shared a spreadsheet of library donation data and explained a plan for a poster that will be displayed in the entryway. This will correspond with donors and levels of giving. It was discussed that there is an amount from these donations that will be put toward a small gift card for the staff (\$464 is this total). Something separate will be done for the 2 volunteers we have. Haugen moved (Lamia 2nd) to approve the treasurer's report; approved.

Director Schoess presented her report and informed the board of library updates, programming highlights, and continuing education meetings. She shared estimates for blinds for the upper bank of windows on the south side of the building. She updated us on Friends of the Library and their plant sale plans. Santa letters will run next month and there will be a Christmas on Main. She also updated us on other holiday events as well as the Holiday Angels donation bin. Finally, she gave a November recap of events.

There was discussion on Library debt, Library hours, and the readathon.

Discussion about Library hours started with confirmation of what they currently are. Some data reflects covid time influences of Library use, so we will monitor the data until March and reassess at that time. It was noted that the 9 am open time was insignificant in the past. The 6-7 timeframe is currently very slow too. We like the idea of the opening hour to be consistent, as this is helpful for the staff and the community. A 1 pm opening time was noted as being unpopular. The 3-4 hour is a busy time and stays that

way through 6 pm. Director Schoess suggested a closing time of 6 pm each night. Based on the data, we think the consumer needs are being met, and also noted 11 am is a busier time. If we cut 2 hours a week, we have concerns about cutting the service hours and want to have a clear plan on moving forward if that happens. We did discuss adding the 2 hours to Saturday, but we don't think there is a huge need (the data shows this) and it would be unpopular with the staff.

Regarding the readathon, Lamia gave an overview of the plan and asked for ideas on prizes. The suggestions made were the Baldwin pool, Sandalwood, Subway, Kwik Trip, sledding, theatre tickets, and pizza gift cards. Those who participate this year can raise money for the library or read a certain amount of minutes and get their name entered in a drawing. There was some discussion on how to increase Middle School student interest, so Hanson will be distributing flyers for this.

Following discussion, Kapaun moved (Stone 2nd) to convene into Closed Session per WI Statute 19.85 1 (c) Considering employment, promotion, compensation, or performance evaluation data of any employees over which the governmental body has jurisdiction or exercised responsibility - Staff Wages. After a roll call vote, motion was passed.

Kapaun moved, (Stone 2nd) to reconvene Open Session; passed. Motion by Kapaun (Stone 2nd) to authorize payment to Jill Cleary for unpaid vacation time for 2021; passed.

Stone moved (Lamia 2nd) to adjourn the meeting; adjourned at 5:36 pm.

Respectfully submitted,
Lyndia Hanson, Secretary