

Hazel Mackin Community Library
Board Meeting Minutes
August 23, 2022

The meeting was called to order by Ms. Stone at 4:30 pm. Stone was nominated (Kaupan; 2nd by Odden) to run the meeting for this month.

Board members include: Donna Haugen (President; absent), Margie Stone (present), Stephanie Lamia (Treasurer)(present), Katy Kapaun (present), Lyndia Hanson (Secretary) (present), Jon Weiss (present), and Mike Odden (present). Also present were Director Schoess and Peter Tharp (visitor).

Kaupan moved (Weiss 2nd) to approve the agenda; approved.

Hanson was elected secretary for the next 3 years (moved by Stone; 2nd Kaupan).

Motion by Odden (Hanson 2nd) to approve minutes from the previous meeting; as amended. A motion was made to reconsider the July minutes (Kaupan; Hanson 2nd). A new motion was made (Weiss) to approve the minutes with the following amendments: typos as identified and adding closed session action to include approved wage changes/increases for 2023 budget. (Weiss, Odden 2nd).

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

The Board reviewed the Treasurer's Report for the month.

- Hanson will send out the monthly thank you notes
- There was an update given on this month's donations and the HMCL St. Croix Valley Foundation account.

Lamia moved (Hanson 2nd) to approve the treasurer's report; approved.

Director Schoess presented her monthly report and informed the Board of library updates, programming highlights, and continuing education meetings. Her report included:

- Library Updates
 - Hudson Library/ St. Croix County funding update
 - Summer Reading program was a success and has now concluded
 - Preparations for the Director's leave are continuing
- Programming Highlights
 - School supply drive
 - Native Plants class update

- Yellowstone Trail
- Local author visit
- Continuing Ed and Meetings
 - Village Board Meeting
 - Archive Social Call
 - Staff Meeting
 - Director Check in

There was an update from Director Schoess about the potential sidewalk repair that was brought up last month. We discussed prices, different bid options, and we are waiting on a final bid. There is a potential that West Boulevard may be getting work done on it in the future, so we talked about how there may be an opportunity to get the sidewalk repair work done then. We also would like to wait for the third bid to come in so we can review it. Motion to table this topic for now (Kaupan; Weiss 2nd).

Director Schoess gave an update about the HVAC system. There is a leak in the system. This issue only impacts the AC, not the heat. The permanent fix for this problem is extremely expensive (see Director's report). Our options are to fix the leak in the loop (which is located under the parking lot) or to place 7 new air handlers on the roof (\$25K per unit).

We will check with the Village about possible insurance plans that we may have. We also will find out if there is a warranty on our current system. We talked about environmental hazards that the system's leaking freon/antifreeze/water may be creating. A motion was made (Odden) to table this until follow up can be done (Hanson 2nd).

We reviewed and discussed the 2023 budget. Motion to approve (Kaupan, Hanson 2nd).

We reviewed and discussed the Library Policy Document.

- Page 5: motion to approve (Kaupan, Odden 2nd).
- Page 8: motion to approve (Lamia, Odden 2nd).
- Page 9: motion to approve (Kaupan, Odden 2nd).
- Page 10: motion to approve (Kaupan, Odden 2nd) as amended.
- Page 11: motion to approve (Hanson, Odden 2nd) as amended.
- Page 13: motion to approve (Kaupan, Odden 2nd).
- Page 17: as amended, no change.
- Page 19: motion to approve (Kaupan, Odden 2nd).
- Page 20: motion to approve (Odden, Kaupan 2nd) as an amended motion.

Lamia moved (Odden 2nd) to adjourn the meeting; adjourned at 6:13 pm.

Respectfully submitted,
Lyndia Hanson, Secretary