

Hazel Mackin Community Library  
Board Meeting Minutes for June 2023  
June 27, 2023 at 4:30 PM

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

Roll call, confirmation of quorum, and introduction of guests

Board members: Donna Haugen (President, present), Mike Odden (Treasurer, present), Jon Weiss (Secretary, present), Nic Been (School District Rep, present), Peter Tharp (Trustee, present), Rachael Ryan (present), and Hannah Deck (absent). Also present were Director Tori Schoess.

Rachael moved (Nic, 2nd) to approve the agenda; approved.

Public comments were called for; there were none.

Motion by Nic (Mike, 2nd) to approve minutes from the May meeting; approved.

Motion by Donna (Rachael, 2nd) to approve and pay the bills from the previous month; approved.

Motion by Rachel (Donna, 2nd) to approve this month's treasurer's report; approved.

Director Schoess presented her monthly report of library updates, program highlights and statistics. First in terms of programming highlights, the Good Neighbor days fundraiser was a hit again this year. We raised over \$300. Summer Reading has started. Signups are down this year from last year. Hopefully that will increase throughout the summer.

Second, it's time for me to start working on the 2024 budget. The village will start budget meetings in September so I will have the budget ready for review in August. I have submitted all of the ACT 150/420 requests.

Third, there is a new computer at the public service desk. The old one was on Windows 7 and is no longer supported, so it needed to be updated. The library had a credit with IFLS that was used to pay for the new computer. While Brad (IT specialist for IFLS) was here he did an inventory on all PCs in the library. There are several computers that are nearing the end of their life so I will be looking into a replacement schedule as the budget allows.

Fourth, IFLS reimbursed the library for my continuing education class that I took. Staff have been working on a few new readers' advisory projects. One of which is a readers' advisory form that can be filled out to get a curated list of titles based on personal preferences.

Other summer programming highlights include: The Willow River Nature Center Animal was a hit. We had 66 people attend. It was awesome to see that many people attend. Chef Peter Kwong did a great presentation on Cantonese and Szechuan food. Participants were very happy he was back in action. Coming up in July we have Friendship Trail Mix Make and Take, Cooking Basics: Eggs, Stuffed Animal Sleepover, Joyful Brass Concert, and Sugar Scrub Make and Take.

Motion by Nic (Mike 2nd) to approve the director's report.

HVAC update - Comfort by Design came out again, system charged, tested all capacitors and all systems checked/operating at or within manufacture specifications. A secondary HVAC system is in discussion.

Library roof update - Additional discussion is ongoing between the Village and the insurance policy with Municipal Property Insurance Company (MPIC). Board acknowledges that the roof should be the priority before additional HVAC changes.

Village Loan Payment - annual payment. Motion by Rachael (Mike 2nd)

Touch-a-Truck - coming up on Wednesday, July 19<sup>th</sup>. A lot of companies/vehicles are planning on attending. We will be selling hot dogs and chips at it again this year

Library Director Evaluation - annual evaluation discussion tabled for July meeting.

Motion by Mike (Rachael 2nd) to adjourn the meeting; approved, adjourned at 5:02 pm

Respectfully submitted, Jon Weiss, Secretary