

Hazel Mackin Community Library
Board Meeting Minutes for August 29, 2023 at 4:30 PM

The meeting was called to order by Mr. Odden at 4:30pm

Roll call, confirmation of quorum, and introduction of guests

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

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

Public comments were called for; there were none.

Motion by Rachael (Peter, 2nd) to approve minutes from the July meeting; approved.

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

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

Director Schoess presented her monthly report of library updates, program highlights and statistics. First, summer reading is a wrap. We had 323 kids and 177 adults sign up, reading a total of 6,478 hours. The new format was well received all around. Patrons and staff both enjoyed the new program layout. The history room is in high demand. It is being used almost daily.

Second, we were a drop off location for school supply donations again this year. The donations collected were available for families at an open house, August 24th. The library had a table at SCC's open house. Attendees were able to sign up for library cards and learn about services/programs the library offers.

Third, we had a staff meeting to discuss Summer Reading and programming for the next 3 months. Our next staff meeting will be in November. The goal is to have 3-4 a year. September is National Library Card Sign up Month. The library would like to waive any replacement card fees during the month of September. Additionally, we will be focusing on outreach this month (going places within the community to get people to sign up for library cards). There will be a large T-Mobile payment next month. The payment was unable to go through for some reason. It should be corrected now.

In terms of program highlights recently, the Joyful Brass concert had a great turn out. We also lucked out with perfect weather. It was a great decision to reschedule. We wrapped up Summer Reading with Dinosaur Dimensions, Yellowstone Trail Day, Teen Night in the Library, and Soap making.

Next, Laura will be starting a new STEM programming series in September. There will be a STEM for early learners (ages 3-8) and a STEM for school age (9+). The Family Resource Center will be holding "Baby and Me" class every Monday from 1-2pm until October 23rd. Participants will need to sign up through them. We will be showing movies on the days that school is out.

Motion by Rachael (Hannah 2nd) to approve the director's report.

HVAC update - continuing evaluation of system improvements with Anderson Heating. This is a continued discussion on adding backup AC units for the library before formal plans and pricing can be established.

Library roof update - Public works is working on sealing windows. Additional roofing bids are necessary prior to moving forward.

Library Director Evaluation Process - Rachael will send out sample evaluations, the process for creating a self-evaluation form will begin and evaluation procedures will be improved.

Approval of Policy Review Schedule - library policies will be reviewed on a scheduled basis over a three year cycle (2023 - 2025).

Approval of September Meeting - start time will be moved up to 4:00 pm.

School Board Representative - seeking a new board member.

Motion by Rachael (Jon 2nd) to adjourn the meeting; approved, adjourned at 5:19 pm
Respectfully submitted, Jon Weiss, Secretary