

Hazel Mackin Community Library
Board Meeting Minutes for October 2023
October 24, 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: Donna Haugen (President, present), Mike Odden (Treasurer, present), Jon Weiss (Secretary, present), Peter Tharp (Trustee, present), Rachael Ryan (absent), Hannah Deck (absent) and Director Tori Schoess (present).

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

Public comments were called for; there were none.

Motion by Jon (Donna, 2nd) to push minutes from the September meeting to the November meeting; approved.

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

Motion by Peter (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, October was a very busy month of attending meetings. Tori attended a fantastic Director's Training in Sarona, WI. There was a formal presentation on Building Resilience and several round table discussions on various topics. One topic that she was interested in was staffing levels based on population and circulation. This led to a longer conversation with IFLS Director, John Thompson. While Roberts is a small community, our circulation and service population would suggest otherwise.

Second, The library is undergoing a rebrand. Branding is something Tori has wanted to improve upon here at the library. Reb Kilde, PR Coordinator for IFLS, designed a new logo for the library and is working on designing some new library cards as well. Unveiling could occur in January 2024 which provides plenty of time to finalize everything.

Third, the local 4-H decorated the community room windows with a mural. They did a great job. Laura is currently attending the Wisconsin Library Association conference. IFLS is reimbursing the library for part of her cost to attend. Programming has really spiked quite a bit. A lot of our programs have been filled to max capacity.

Last, Dakota has started inventory. The library has not done one before, and it was on my goal list to complete one. This is a very large project so it will take several months to complete.

In terms of program highlights the following events are upcoming:

- Trick-or-Treat on Main- October 31st
- Holiday Card Making Class- November 15th
- Card Making Drop in Class- November 18th
- No School Movie- November 20th

Finally, Tori provided the board an overview of the Village's Finance meeting from the Village Board Meeting that occurred on Monday, October 23rd. In terms of the library, ARPA funding was discussed. It was noted that ARPA funding can't be for debt relief but can be for capital improvement. Funding must be spent by the end of 2024. Replacement of computers and future murals within the library was discussed by the board.

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

Staffing Discussion - Tori brought up staffing levels based on current population and 2022/2023 circulation numbers. The board discussed how the library provides service to the 2023 service population of 6,400 patrons. The library's total circulation number is 60,356 and future discussions will likely continue as the board works to plan for future use.

Approval of Policy Review - The board reviewed and discussed the following policies: Mission & Goal Statements I, Who May Use the Library II, Services of the Library IV and Responsibilities and Authorities of the Library Board V.

Motion by Mike (Jon, 2nd) to approve the policy review regarding the policy reviews of sections I, II, IV and V.

Motion by Rachael (Jon 2nd) to adjourn the meeting; approved, adjourned at 5:12 pm

Respectfully submitted, Jon Weiss, Secretary