

Hazel Mackin Community Library
Board Meeting Minutes for November 2023
November 28, 2023 at 4:30 PM

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

Roll call, confirmation of quorum, and introduction of guests. No guests were present.

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

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

Public comments were called for; there were none.

Changes to the September Meeting minutes were noted, updates will be corrected and will be resubmitted by Rachael, motion by Peter (Mike, 2nd); approved

Motion by Peter (Donna, 2nd) to approve the October meeting minutes; approved.

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

Motion by Mike (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, year-end stats will be ready in January. The director met with Carol Peterson from Aurora vocational services. She requested a meeting to discuss employment opportunities at the library. The hiring process was discussed. In addition, Laura and Tori met with Molly Ziegler who is associated with 4-H. She approached the library regarding a partnership, but upon further discussion it would entail starting a 4-H chapter run by the library.

Second, the library is once again a drop off location for Holiday Angels. They are collecting items until December 8th.

Third, a few areas within the library are going to get a fresh coat of paint on December 2nd. The specific areas are the children's wall, director's office, staff workroom, and the staff bathroom.

Lastly, in the near future the library will be sending out a survey to the public with the goal of assessing the needs of the community by both library and non-library users. The survey will be in electronic and paper formats.

In terms of program highlights the following events are upcoming:

- Trick-or-Treat on Main was a great success with 350 people in attendance.
- Christmas on Main/reindeer craft, Letters to Santa, DIY gift making
- The Holiday Party will be Tuesday, December 12th from 5:30 to 7:00 pm. Joyful Brass will be performing, and there will be a special guest appearance for story time with Santa. Refreshments and crafts will be provided.
- The teen group has requested a Dungeons and Dragons marathon session.
- Monthly Programming includes Story time, Senior Coffee/Cookies, Tech Night and a Novel Idea Book Club.
- Bakken Young is hosting a support group at the library monthly. Turn-out has been successful.

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

Policy review and discussion of sections VII Personal Policy, XII Public Relations, XVI Displays and Exhibits; and XVII Public Notice Bulletin Board. Motion by Donna (Rachael, 2nd) to approve the policy review; approved.

Carry Over Funds - Discussion included an action plan for the 2024 budget and necessities associated with building/maintenance (capital improvements) and administrative requisites (priorities as determined by the director/board). Second, end of the year bonuses were determined for staff and volunteers. Motion by Donna (Mike, 2nd) to approve the carry over fund review; approved.

Board Vacancy - Hannah Deck has resigned from the board, the board has two vacancies currently. One general opening and one school district opening.

2024 Board Meeting/Closed Dates - Discussion included the recognition of Veteran's day being added to the holiday calendar. In addition, the changing of the date of the November 2024 meeting date. Motion by Donna (Mike, 2nd); approved.

Other Business - Jon mentioned the need for improved security (cameras, etc.) within the library due to community growth. The discussion will be continued at future meetings in 2024.

Motion by Peter (Mike 2nd) to adjourn the meeting; approved, adjourned at 5:19 pm

Respectfully submitted, Jon Weiss, Secretary