

Hazel Mackin Community Library
Board Meeting Minutes for January 2024
January 30, 2024 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 (Mike, 2nd) to approve the agenda; approved.

Public comments were called for; there were none.

Changes to the September Meeting minutes were corrected by Rachael, motion by Donna (Peter, 2nd); approved

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

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

Motion by Rachael (Mike, 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 updates, the library has been asked to post my monthly report on the website. This process will begin this month. Access to the annual report from the state is now open and will be worked on for the next couple of weeks. The library survey is also live. It is posted on the Library's Facebook page, website, and was emailed to eNewsletter recipients, as well as paper copies being available at the desk. So far, we have gotten a little over 70 responses. I anticipate getting at least one hundred responses.

Next, Director Schoess virtually attended the Wild Wisconsin Winter Web Conference. Topics included: leading staff through changes, organizational remodel, programming, and partnership. This is a free conference, and all the courses count towards my continuing education certification. In addition, the Central St. Croix County Chamber board had a meeting earlier this month. I am now the new treasurer. The Chamber Annual Meeting/Dinner was Monday, January 29th. There are quite a few businesses in Roberts that are members. It has been a terrific opportunity to meet other members of the community.

Third, we are one of ten other libraries that are now using a new software called LibraryIQ. One main function of this software helps us evaluate our collection. It analyzes all areas in the collection and tells us which of those areas need to be expanded and which areas need

to be weeded based on circulation patterns. It has been impressive so far and we anticipate it being helpful when evaluating space needs. For example, it utilizes other metrics to analyze things like foot traffic, etc.

In terms of program highlights the following events are upcoming:

First, the holiday party and Christmas on Main were both well attended. Christmas on Main was the busiest they have ever had. The library is partnering with RISE to introduce library services to their clients and provide them with a space to do group activities. They will be using the community room twice a month. The first meeting will be a general overview of how to use the library and what services we offer. Going forward the activities will either be led by library staff or their own employees. The goal is to get them more acclimated within the community and teach them about all that the library has to offer.

Lastly, upcoming special programs include: Hot Cocoa Bombs, Blind Date with a Book, Escape Room at the Library, STEM, No School Movie

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

Board Vacancy - Kalia Kastens is interested in the board vacancy and is awaiting village board approval, motion by Donna (Mike, 2nd) to approve the potential board member; approved.

Service Dog - Tara (Roberts resident) requested permission by the library to bring in her new dog (in-training) into the library as the dog is preparing to become a service dog. The board requests that proof of training as a service dog trainer/handler is provided. Motion to table the discussion for additional information in the February meeting. Motion to continue discussion by Peter (Rachael, 2nd); approved.

Good Neighbor's of Year Award/Plaque - The plaque needs to be updated with current award winners in the archive room. Mike will work to complete the list and order an additional plaque. Motion by Mike (Jon, 2nd); approved.

Future business - salary schedule, 2025 bicentennial celebration (library's involvement) and improved security discussion.

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

Respectfully submitted, Jon Weiss, Secretary