

Hazel Mackin Community Library
Board Meeting Minutes for February 2024
February 27, 2024, 4:30 PM

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), Kaila Kastens (present), Rachael Ryan (present). Also present was Director Tori Schoess
Absent: Jon Weiss

Tharp moved (Haugen 2nd) to approve the agenda; approved.

Public comments were called for; there were none.

Motion by Odden (Tharp 2nd) to approve minutes from the January meeting as corrected; approved.

Motion by Haugen (Tharp 2nd) to approve and pay the bills from the previous month; approved.

Odden presented the treasurer's report. Motion by Haugen (Ryan 2nd) to approve this month's treasurer's report; approved.

Director Schoess presented her monthly report of library updates, program highlights and January statistics.

The annual report for 2023 was submitted. Some interesting stats: 26% increase in programming participation, 6% increase in computer and wireless use, 15% increase in audiobook circulation, 15% decrease in print material circulation.

The library usage survey is now closed. There were 118 responses. Top trends were lack of patron education on services already offered, requests for increased programming and more open hours. Most survey respondents were very happy with library services. This data will be used to create a strategic plan. In regards to programming, Monday story times have increasing participation. The library's escape room this past weekend was amazing! Laura did a fantastic job. There will be a "Library Visits Bookmark Challenge" over Spring break. Each day each participant visits the library they will receive a stamp on their bookmark. Each stamp will get them a ticket to be entered to win a prize. There will be special programming the whole week of spring break.

Motion by -- to approve Director's report (2nd), approved.

Director Schoess presented information on ARPA funds. It was her recommendation to use ARPA funds for materials. Odden motioned to recommend the village use \$10,000 from

ARPA funds for library materials. Haugen 2nd. Roll call vote: Ryan, yes; Tharp, yes; Odden, yes; Haugen, yes; Kastens, yes.

Director Schoess reported that Superintendent Tim Widiker, appointed Donna Haugen as the school board representative for the library board. Tharp motioned to accept this nomination (Ryan 2nd), approved.

Director Schoess presented security camera information. Tharp motioned to table security camera discussion until next month (Ryan 2nd), approved.

Director Schoess presented statewide public library salary information. There was discussion, no action taken.

Haugen made a motion to convene into closed session at 5:05pm per WI Statute 19.85 1 (c) Considering employment, promotion, compensation, or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. – Discussion of potential wage increases based on salary schedule for staff
Roll call vote: Ryan, yes; Tharp, yes; Odden, yes; Haugen, yes; Kastens, yes.

Ryan motioned to reconvene into open session at 5:23pm (Haugen 2nd), approved.
No action was taken.

Motion by Donna (Mike 2nd) to adjourn the meeting; approved, adjourned at 5:25 pm

Respectfully submitted, Tori Schoess, Library Director