

Hazel Mackin Community Library
Board Meeting Minutes for April 2024
April 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. As a guest, Pete Close was present.

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

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

Public comments were called for; there were none.

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

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

Motion by Mike (Peter, 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, there have been a ton of building issues this month and none of them have been cheap. First, Cody Plumbing replaced the water heater, NEO electric came out to fix some lighting issues. Next, Entrance Technologies has been out twice to repair the handicap button/door at the north entrance. Followed by the fact that MIDCO cut AT&T's fiber out front. Lastly, Comfort by Design was out to do spring maintenance on the HVAC.

In regards to future repairs, the automatic door motor needs to be replaced, and the part is no longer made. We will have to replace the whole mechanism. The quote for that was \$3,188.00. The technician said that this is the last of the three doors that will need to be replaced. The other two were done previously.

It appears that coils are going out on two of the HVAC units that run heating/air for the library. The bill to repair is \$10,900. The technician said the two units are likely getting towards the end of their life.

In terms of programming, Laura and I met to discuss our plan for summer reading this year. We will be amping up programming and changing up some of the prizes this year. We have also had some staffing challenges lately, so I am looking at possibly hiring a part-time summer help position. It would be about 10 hours a week for roughly 12 weeks. This would also help cover when staff are off.

Second, Dakota and Sierra have been working hard on expanding the library's readers advisory services this year. You may have seen the read-alike binders that offer reading recommendations based on other books patrons may have liked. They have also created a Reader's Advisory Form. Patron's can fill this form out online or on paper and will get personalized reading recs sent right to them. So far, they have had 8 people use it and it's only been live for about 2 weeks.

Third, the Friends of the Library are going to mulch around the library on Saturday, May 4th at 9am. If anyone wants to volunteer to help with that it would be much appreciated. The Friends will also be hosting a Perennial Plant Sale May 29th while supplies last.

Upcoming program highlights include the following events:

- Paint a Pot had over 50 attendees. The Eclipse Viewing Party had 20 attendees despite being cloudy. Cup Decorating was full, and we had to turn people away. All ages programming is really taking off. The craft programs also seem to do better generally speaking.
- Upcoming programs include: Gardening Class on Annuals, Traveling Book Club (at Barn Board)

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

Security Cameras - Action, motion by Donna (Kaila , 2nd) to approve the purchasing and installation of security cameras; approved.

ARPA Funds - Discussion and Possible Action, request ARPA funds from the Village to replace two units within the HVAC system, motion by Rachael (Mike, 2nd). A roll-call

vote was conducted in terms of requesting funds, This was the following vote: Kaila (yes), Rachael (yes), Peter (yes), Mike (yes), Jon (yes) and Donna (yes).

Volunteer Policy Review - Discussion and Possible Action, motion by Rachael (Kaila, 2nd); approved.

Summer Position - Discussion and Possible Action, motion by Rachael (Donna, 2nd); approved.

Board Meeting Date/Time - Discussion and possible action, will be re-visited at the next board meeting.

Dessert Fundraiser - Discussion, May 30th at 5:30 pm during the Good Neighbor Day's Community Dinner.

Motion by Donna (Rachael, 2nd) to adjourn the meeting; approved, adjourned at 5:15 pm.

Respectfully submitted, Jon Weiss, Secretary