

Hazel Mackin Community Library  
Monthly Board Meeting Minutes  
October 29, 2024 at 4:30 PM

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

Roll call, confirmation of quorum, and guests were present.

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

Guests: none present

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

Motion by Mike (Donna, 2nd) to approve no public comment; approved.

Motion by Peter (Kaila, 2nd) to nominate Mike Odden as Treasurer; approved.

Motion by Mike (Kaila, 2nd) to accept the September meeting minutes as written; approved.

Motion by Donna (Mike, 2nd) to approve the bills; approved.

Motion by Peter (Kaila, 2nd) to approve the treasurer's report; approved.

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

First, in terms of updates, we received 25 Science in a Bag STEM kits from the Wisconsin Science Festival handed out this past week. Each bag contained 10 activities appropriate for ages between K-12 that featured science and research happenings throughout the state of Wisconsin.

Second, a high school student from SCC came and job shadowed Tori last week as a class assignment. She was able to sit-in on story-time, watched the selection/book ordering process, talked through program planning, and interviewed the director.

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Third, we received a grant for \$1000 to put towards the purchase of the library's new AED.

In terms of programming highlights, the library had a great turnout for pumpkin painting with a total of 47 attendees. We have had over 25 attendees for story-time for every session which includes both Mondays and Wednesdays. This includes a lot of new families that continue to attend weekly. Upcoming there will be Trick-or-Treat on Main, Chef Peter Kwong and Munchy Muddy Mayhem.

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

Personnel Policy (PTO) Review - Discussion and motion by Donna (Mike, 2nd) to approve the policy as written.

Carryover Funds, Impact Fees, and Future Needs - Continued discussion is needed.

HVAC Bid Review - Continued discussion with future action needed.

Items for future agendas - Discussion includes carryover funds, impact funds and hvac reviews.

Motion by Donna (Kaila, 2nd) to adjourn the meeting; approved.

The meeting was adjourned; approved at 5:17 pm.

Respectfully submitted, Jon Weiss, Secretary