

Hazel Mackin Community Library  
Monthly Board Meeting Minutes  
February 25, 2025 at 4:30 PM

The February 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), Sally Fields (present), and Director Tori Schoess (present).

Guests: none present

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

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

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

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

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

First, there will be change in courier services between libraries. There is a delay in the replacement of the library's HVAC system. Second, the annual report has been submitted. A couple of trends from this year: o 9% increase in print circulation (55, 793) o 10,186 circs on electronic materials, don't have a good comparison # o 13% increase in programs offered o 5% decrease in items loaned, 16.5% increase in borrowed items

Third, all of the open Library Board Trustee positions should officially be filled after the March Village Board meeting. The library will celebrate its 50<sup>th</sup> birthday Wednesday, April 16<sup>th</sup>. Save the date- we will be having a party that evening.

Lastly, the Village Finance Committee has finalized the 2025 budget.

In terms of programming highlights, the Wizarding World Escape Room that Laura has been working hard on was this past weekend. It was amazing. There is a video on the Library's

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Facebook with a quick snippet of some of the props. These take a lot of work to put together, but it was very well received!

Next, there will be another “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. This was popular last year so we wanted to offer it again.

Lastly, there will be a SCC Student Art Show Open House Saturday, March 1<sup>st</sup>. If you are around, I would encourage you to check it out. The kids are really talented. The display will also be up for a week or so after that. Lastly, Laura will be at SCC for their Family Literacy Night.

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

Annual Report Review - Annual reporting will be submitted by the director.

Hazel Mackin Community Library Endowment Agency Fund Update - Discussion

Motion by Kaila (Donna, 2nd) to approve the review of Patron Responsibilities and Conduct; and Meeting Room Policies; approved.

Library Lighting - Discussion and Action; Lightning replacement proposal was provided by Innovative Electric LLC from River Falls. Director will reach out to Innovative and discuss with Village Public Works.

Items for future agendas - 150th year celebration planning for Roberts is underway. The library is involved with future events.

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

The meeting was adjourned; approved at 5:05 pm.

Respectfully submitted, Jon Weiss, Secretary