

MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY  
MAUSTON, WISCONSIN  
September 30, 2024

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Vice President J. Lueneburg, Secretary C. Murphy, M. Barrett, A. Bottorff, T. Benson, J. Andreasen, Director B. Christenson, Darron Haugh-City Administrator for the first 20 minutes of the meeting.

The meeting was called to order by President McGinley at 5:29 p.m.

Out of courtesy and respect for the City Administrator the agenda is modified to address addenda item G first as Mr. Haugh has a meeting at 6:00 p.m.

G.2 Discussion and approval of the 2025 Budget request.

a. There was discussion regarding the \$13K increase in health insurance costs and the new \$13K increase in the ground's maintenance item. The 2024 Admin/ Building maintenance item was budgeted for \$5K to cover just needed materials.

The City notified the HPL of a new charge of \$13K would be made for ground maintenance based on a percentage of staff time (5%) spend by staff on these services. The Director and the City Administrator discussed this abrupt onset of a charge for services and the Board was reassured in 2022 by the, then, City Administrator that there would never be a charge for these services.

The compromise reached was a \$4K charge with the understanding that they would develop a plan for increasing the charge over time to reflect the staff costs.

The final budget request is \$392,800.

MOTION by Andreasen/Bottorff to request of the City the sum of \$392,800 for the 2025 budget.

MOTION carried unanimously.

B. DISPOSITION OF MINUTES OF THE PREVIOUS MEETINGS

1. The minutes of the August 26, 2024, regular meeting were reviewed.

MOTION by Barrett/Benson to accept the August 26, 2024 meeting minutes as presented was made.

MOTION carried unanimously.

C. PUBLIC PRESENTATION TO OR DISCUSSION WITH THE BOARD-none

D. DIRECTOR'S FINANCIAL REPORT OF THE LIBRARY

1. Discussion and action on August 2024 Financials.

The August financial report incorporated herein was reviewed and discussed.

MOTION was made by Andreasen/Murphy to accept the August 2024 Financial report.

MOTION carried unanimously.

E. ACTION OF BILLS-none

F. PROGRESS AND SERVICE REPORT OF THE DIRECTOR

1. Statistics report incorporated here in was reviewed.
2. Youth services report of Youth Librarian Huebner incorporated herein was reviewed.
3. Facilities report of Director Christenson was reviewed and discussed.
4. Services report of Director Christenson was reviewed and discussed.
5. The Friends of the Library report was given by Christenson, financial report is incorporated herein.

G. COMMITTEE REPORTS

1. Personnel committee met on September 16, 2024 during which Director and employee evaluation were planned.
2. see above
3. The River Level not met.

H. COMMUNICATIONS-none.

I. UNFINISHED BUSINESS

1. Discussion and possible action regarding Social Media Policy
  - a. Christenson presented a draft of an HPL Social Media Policy and Social Media Procedure for deleting content. Discussion ensued, suggestions were made. Christenson will revise Procedure draft and present it at the next Board meeting. MOTION by Bottorff/Murphy to accept the HPL Social Media Policy. MOTION carried unanimously.

J. NEW BUSINESS

1. Discussion and possible action regarding Lighting in the Library.
  - a. Director Christenson reported on the Focus on Energy audit and recommendations which include a 1,2,3 plan of improving the electrical efficiency by switching to LED lightbulbs, realigning zone determination and upgrading the control system. She requested an estimate from Gray's Electric to include bulb disposal. She will request the same of the previous bidder. The Board was supportive of the replacement of bulbs and to further investigate the zone and control system recommendations. The two bids when complete will be considered.

K. OTHER ITEMS NEEDING TO BE BROUGHT BEFORE THE BOARD- none

L. DATES FOR THE NEXT TRUSTEE MEETING:

October 28, 2024 at 5:30  
November 25, 2024 at 5:30  
December 30, 2024 at 5:30

M. ADJOURNMENT

Meeting was adjourned at 6:52 p.m.

Respectfully submitted,  
Cathleen Murphy, Secretary