

MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY  
MAUSTON, WISCONSIN  
DECEMBER 29, 2025

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Vice-President J. Lueneburg, J. Andreason,  
T. Benson, C. Murphy, School Liaison A. Bortoff, Director B. Christenson  
Absent: Secretary M. Barrett

The meeting was called to order by President McGinley at 5:30 p.m.

B. DISPOSITION OF MINUTES OF THE PREVIOUS MEETING

1. The minutes of the November 24, 2025 regular meeting were reviewed.  
MOTION by Andreason/Bortoff to approve the minutes of the  
November 24, 2025 regular meeting.  
MOTION carried unanimously.

C. Public Presentation to the Board-none

D. DIRECTOR'S FINANCIAL REPORT OF THE LIBRARY

1. Discussion and action on November 2025 Financials.  
The November 2025 financial report incorporated herein was reviewed and  
discussed. Christenson presented the system for invoicing and paying for lower  
level grant project exceptions such as HVAC control update and some change  
orders items. Documentation will include source and approval information.  
MOTION was made by Murphy/Andreason to accept the November  
2025 Financial Report.  
MOTION carried unanimously.

E. ACTION ON BILLS-none

F. PROGRESS AND SERVICE REPORT OF THE DIRECTOR

1. Statistics report incorporated herein was reviewed.
2. Youth services report of Youth Librarian Huebner incorporated herein was  
reviewed, discussed and appreciated.
3. Facilities report of Director Christenson was reviewed. Director Christenson  
gave updates on front entry roof/gutter heat element replacement and clock  
tower LED light bulb replacement which was last replace 2008
4. Services report was reviewed and discussed. Director Christenson gave  
updates on scheduling software, new groups using the library meeting spaces,  
school district-wide art show collaboration project and summer program  
planning. She introduced the need for a plan for identifying services which  
might be offered to groups using meeting rooms.
5. Friends of the Library- Director Christenson reported on recent Friends Board  
meeting.

G. COMMITTEE REPORTS

1. The Personnel committee: has not met

2.The Budget committee: has not met

3.The River Level committee

a. Progress report on FFP expansion project

Christenson reported on short-term schedule for the LL, upstairs carpet order, search for landscape service providers, planning for March Library activities.

**H. COMMUNICATIONS**

The enclosed WRLS report was reviewed and appreciated.

**I. UNFINISHED BUSINESS**

Long discussion occurred regarding the property from the generous Lawrence donation and the excellent work of Mr. Feldman in estate management. Timely but responsible completion of sale of this property options were presented and weighed. Agreement to allow for a small window to allow for sale of objects that remain on property and continue with listing property as is with Castle Rock Realty for speedy sale.

**J. NEW BUSINESS**

1.Discussion and action regarding Library Programming and Outreach Coordinator position

Christenson announced that the position search is completed. The Personnel Committee's recommendation is Ashley Jacobchak. Christenson described her library knowledge base, programming abilities and customer relation skills as an excellent fit which would facilitate a seamlessly move into the new position. MOTION by McGinley/Bortoff to approve the hire of Ashley Jacobchak for the full-time position of Library Programming and Outreach Coordinator at \$45,000/year.

MOTION approved unanimously.

2. Approve 2026 Employment contracts

2026 employment contracts for B. Christenson and C. Huebner were reviewed. MOTION made by Bortoff/Benson to approve the 2026 employment contracts for Christenson and Huebner.

MOTION carried unanimously.

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

**L. DATES FOR THE NEXT TRUSTEE MEETING:**

January 26, 2026 at 5:30 p.m.

February 23, 2026

March 30, 2026

**M. ADJOURNMENT:**

McGinley adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Cathleen Murphy, Acting Secretary.