

MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY
MAUSTON, WISCONSIN,
April 28, 2025

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Secretary C. Murphy, M. Barrett, J. Andreasen, Director Christenson. This represents a quorum.

Absent: Vice President J. Lueneburg, A. Bottorff, T. Benson

The meeting was called to order by President McGinley at 5:33 p.m.

B. DISPOSITION OF MINUTES OF THE PREVIOUS MEETING

1. The minutes of the March 31, 2025 regular Board meeting were reviewed.

MOTION by Andreasen/Barrett to approve the minutes of the

February 24, 2025 regular meeting 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 of March 2025 Financials.

The March 2025 financial report incorporated herein was reviewed and discussed. Director Christenson reported that the first grant RFP was reimbursement of \$88,161 was received by the City.

MOTION was made by Murphy/McGinley to accept the March 2025 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.

Christenson reported furnace work is completed and function is restored, security camera work is completed. Christenson introduced 1) the topic of the Library Lower Level being used as part of the City's Disaster readiness plan and 2) The Grow A Row program by Public Health Department to locate donated produce to offer to the public at several locations, possibly the HPL.

4. Services Report of Director Christenson was discussed. The Director updated the Board on past and coming Library activities. She reported that the Institute of Museums and Libraries (IMLS) federal funding was received at 50% with the hope that the second half will be forthcoming.

5. Friends of the Library report. Director Christenson reports the Friends are planning to vacate the lower level on June 2. The latest Book Sale yielded \$1,000. Next sale will be on May 14 and Ice Cream social is scheduled for June 12.

G. COMMITTEE REPORTS

- 1.The Personnel committee has not met.
- 2.The Budget committee has not met.
- 3.The LL committee met with R/A on April 7, 2025.
 - a.City was reimbursed for the first invoices submitted, about \$88K.
 - b.Bid ad was published.
 - c.Prebid meeting will be held April 29, 2025 in lower level.
 - d.Bid opening will occur on May 15, 2025 at 2:00 p.m. at City Hall.
 - e.LLC will meet with R/A between May 15 and May 27 to review bids.
 - f.May 27, 2025: Library Board meets at 5:30; City Council meets at 6:30.
Approval of the bid could occur at these meetings.
 - g.Discussion occurred regarding funding stream instability and possible pathways forward. This week work: Clarification of start date flexibility, Department of Administration (DOA) responsibilities regarding dependable funding, consultation with grand administrator Jennifer to determine indicators of funding stream likelihood, discussion with City Administrator and/or Mayor to determine what information the City Council needs.

H. COMMUNICATIONS-none

I. UNFINISHED BUSINESS

- 1.Discussion and action amending Meeting Room Use policy.
 - a.Director Christenson presented a draft of the updated Meeting Room Use policy; it includes an updated registration form that contains language which clarifies that the Library does not endorse nor sponsor groups using Hatch meeting rooms. By signing the registration form agreement to this policy is accepted. Additional updates were discussed earlier meeting and were agreed upon.
MOTION by Murphy/McGinley to approve the amended Meeting Room Use policy was made.
MOTION was approved unanimously.

J. NEW BUSINESS

- 1.Appointment of Nominating Committee
 - a. President McGinley announced that Board Reorganization is due. He appointed M. Barrett and C. Murphy to propose a slate for next months meeting. They accepted.

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

L. DATES FOR THE NEXT TRUSTEE MEETINGS:

May 27, 2025 June 30, 2025 July 28, 2025

M. ADJOURNMENT

Meeting was adjourned at 6:47 p.m.

Respectfully submitted,

Cathleen Murphy, Secretary.