

MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY  
MAUSTON, WISCONSIN,  
March 31, 2025

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Vice President J. Lueneburg, Secretary C. Murphy, J. Andreasen, A. Bottorff, T. Benson, Director Christenson.

Absent: 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 February 24, 2025 regular Board meeting were reviewed.

MOTION by Benson/Andreasen 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 on February 2025 Financials.

The February 2025 financial report incorporated herein was reviewed and discussed. Director Christenson reported that the grant RFP was received and submitted for \$88,161.

MOTION was made by Murphy/Lueneburg to accept the February 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 the furnace required a part which is on order. She reported that BTU was called.

4. Services Report of Director Christenson was discussed. The Director updated the Board on past and coming Library activities. The state and local impact of the withdrawal of federal funding of the Institute of Museums and Libraries (IMLS) federal funding was discussed.

5. Friends of the Library report. Director Christenson reports the Friend's planning for vacating the lower level for the construction continues to progress. The Music on the Park schedule is nearly finalized; brochure was circulated.

G. COMMITTEE REPORTS

- 1.The Personnel committee has not met.
- 2.The Budget committee has not met.
- 3.The LL committee met 3/3/25, 3/10/25, 3/18/25. Minutes contained herein are reviewed and discussed. Christenson updated the Board on progress on receiving reimbursement for service invoices from FFP grant and the insecurity at the Department of Treasury (DOT). Discussion occurred regarding impact and path forward. Engagement of services continue. Next invoices are expected early April and early May and will be submitted promptly.  
The plan forward was revisited. R/A sent an updated schedule including timing of bidding elements. Director Christenson will reach out to WRLS and DOA for any information about funding security.

H. COMMUNICATIONS-none

I. UNFINISHED BUSINESS-none

J. NEW BUSINESS

- 1.Discussion and action amending Meeting Room Use policy.
  - a. Discussion occurred regarding the Meeting Room Use policy. Discussion occurred and suggested language reviewed. Section III D language regarding disclaiming endorsement for meeting held at the Hatch Library was discussed. A suggestion to place information in a Terms Agreement document signed at the time of booking a room was made. Director Christenson will amend and include such agreement in the policy and bring it to April Board meeting for review and possible action.
2. Discussion and action regarding security cameras
  - a. Director Christenson informed the Board of a break-in to the library over the course of several days. Entry occurred at the lower east door where no security camera coverage is present. Police were called, arrest occurred, charges made. To prevent future occurrences and improve Library security reworking security camera coverage was undertaken.
  - b. Director Christenson presented a bid from TCnetworks to remodel the HPL security camera plan, to replace non-functioning cameras and add cameras to improve coverage. Plan and bid were reviewed and discussed. It was noted that an earlier bid was quite a bit higher and that the City uses TCnetworks.  
MOTION by Lueneburg/Benson to accept the TCnetworks bid to make the security cameras additions not to exceed \$11,000  
MOTION carried unanimously.
3. Discussion and possible action regarding Social Media policy.
  - a. Director Christenson explained that City Administrator Haugh is not finished with the draft of exemptions from the City's social media policy which include the Library.
  - b. Item was tabled until draft is available.

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

L. DATES FOR THE NEXT TRUSTEE MEETINGS:  
April 28, 2025  
May 27, 2025

M. ADJOURNMENT  
Meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Cathleen Murphy, Secretary.