

MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY  
MAUSTON, WISCONSIN  
JULY 29, 2024

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Vice President J. Lueneburg, Secretary C. Murphy,  
M. Barrett, A. Bottorff, J. Andreasen, Director B. Christenson  
City Administrator Darren Haugh  
Absent: T. Benson

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

B. DISPOSITION OF MINUTES OF THE PREVIOUS MEETINGS

1. The minutes of the June 24, 2024, regular meeting were reviewed.

MOTION by Lueneburg/Andreasen to approve the minutes of the June 24, 2024 regular meeting was made.

MOTION by McGinley/Bottorff to amend the minutes as such:

1. In B.1 "April 29" was corrected to "May 28"
2. In D.1 "April" was corrected to "May"
3. In E.2 "John McGinley abstained from this vote." was added
4. In E.2 \$420 inserted after 'invoice of'

MOTION by Lueneburg/Andreasen to approve the minutes of the June 24, 2024 regular meeting as amended was made.

MOTION carried unanimously.

2. The minutes of the July 8, 2024 Special Board meeting were reviewed.

- a. In a friendly amendment action "Ali Bottorff" was deleted from A. Present.

MOTION by Andreasen/Lueneburg to accept the July 8, 2024 Special Board meeting minutes with the friendly amendment was made.

MOTION carried unanimously.

President McGinley requested taking up the discussion J.1 "Discussion and possible action regarding Social Media Policy" out of courtesy for City Administrator Haugh.

J.1 Discussion and possible action regarding Social Media policy.

Mr. Haugh reported on the new City social media policy which prohibits public comments on the City FaceBook page. He encouraged the Library to adopt it. He provided information about the Open Meeting Law and challenges encountered from the poorly defined protocols. Discussion ensued that fleshed out the consequences of this conundrum. Board members spoke to the importance of including public comments on the Library's FaceBook page particularly in regard to programming evaluation and information updating. Wisconsin statute: chapter 43: Libraries was reviewed with regard to Library policies protocol. The Board members also discussed the need to have its own Library social media policy. The wisdom of dovetailing it with a city policy was explored. Mr. Haugh will send a revised copy of the City Social Media Policy to the Board. The Board will research common practice among libraries in Wisconsin regarding such policies.

MOTION by Bottorff/Andreasen to table the discussion and revisit at the next Board meeting.

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 June 2024 Financials.

The June financial report incorporated herein was reviewed and discussed.

MOTION was made by Barrett/Bottorff to accept the June 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 noted that UW marching band attracted over 400 attendees.

G. COMMITTEE REPORTS

1.Personnel committee has not met

2.The Budget committee has not met.

3.The River Level not met.

H. COMMUNICATIONS-Christenson included a WRLS note which describes the upcoming "migration" to a new ILS.

I. UNFINISHED BUSINESS-none

J. NEW BUSINESS

1. See above

2. Discussion and possible action regarding Security cameras.

Christenson reviewed the status of our security cameras, server and difficulty of obtaining equipment service. She presented several bids for updating the security equipment and service contract. The TC networks bid was cost effective, uses much of the current equipment and is used by the city.

MOTION by Murphy/Andreason to accept the TC Networks bid for \$7,814.99 was made.

MOTION carried unanimously.

3. Discussion and possible action regarding Library Closing September 18, 2024.

Director Christenson reviewed the protocol for the WRLS migration to new ILS and a recommended day of transition to regular Library service for book processing and staff in-service.

MOTION by Lueneburg/Bottorff to close the Library to the public for system update completion on September 18, 2024.

MOTION carried unanimously.

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

L. DATES FOR THE NEXT TRUSTEE MEETING:

August 26, 2024 at 5:30

September 30, 2024 at 5:30

M. ADJOURNMENT

Meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Cathleen Murphy, Secretary.