

MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY
MAUSTON, WISCONSIN
July 31, 2023

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Vice President J. Lueneburg, Secretary C. Murphy, M. Barrett, A. Bottorff, S. Wilke, Director Christensen, City Administrator Randy Reeg, Mary Beth Neinast, community member and possible future Library Board Trustee.

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 June 27, 2023 regular meeting were reviewed.

MOTION by McGinley/Bottorff to approve the minutes of the June 27, 2023 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 June 2023 Financials.

The June 2023 financial report incorporated herein was reviewed and discussed. Director Christensen reported that the city auditors have completed their audit.

They finalized an undesignated carryover sum of \$35,328 which could be transferred to the capital equity fund.

MOTION was made by Murphy/Barrett to accept the June 2023 Financial report.

MOTION carried unanimously.

E. ACTION OF 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.

3. Facilities report of Director Christensen was reviewed and discussed.

a. The Boilers passed inspection on July 10. DSPS payment and paperwork are now required to be done online. Daron, the city accountant, is assisting in making this transition using the city account.

4. Services Report

a. Christenson updated the board on the diverse and many Library activities.

5. Friends of the Library report

a. The official 501(c)(3) status is official. The newly formed Friends Board will meet in early September. Director Christenson is opening a checking account in their name.

b. The next book sale is August 4 and 5 in conjunction with City Wide Rummage

sales.

G. COMMITTEE REPORTS

- 1.The Personnel committee: has not met
- 2.The Budget committee: met on July 17 and July 26 to review and discuss the City's 2022 audit as it related to the Library's finances. An August 9 meeting is scheduled to discuss the capital reserves process and begin 2024 budget planning
- 3.The River Level committee: has not met.

H. COMMUNICATIONS- The WRLS edition of the WRLS Trustee Bulletin was reviewed.

I. UNFINISHED BUSINESS-none

J. NEW BUSINESS

- 1.Director Christenson presented an updated policy revision schedule.
- 2.Bulletin Board policy was reviewed and discussed.
MOTION was made by Murphy/Luenberg to approve the policy as written.
MOTION carried unanimously.
- 3.Gift and Donation policy was reviewed and discussed. Director Christenson offered suggested changes to update the policy.
MOTION was made by Bottorff/Lueneberg to accept the policy with updates.
MOTION carried unanimously.

K. OTHER ITEMS NEEDING TO BE BROUGHT BEFORE THE BOARD

- 1.President McGinley called for a procedure adjustment for the adjourning format of the Board meeting. He suggests that no motion is necessary for the adjournment of the meeting. The Board agreed.

L. DATES FOR THE NEXT TRUSTEE MEETING:

August 28, 2023 at 6:00 p.m

M. ADJOURNMENT

Meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Cathleen Murphy, Secretary.