

MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES OF THE HATCH PUBLIC LIBRARY
MAUSTON, WISCONSIN
JUNE 24, 2024

A. ROLL CALL OF MEMBERS

Present: President J. McGinley, Vice President J. Lueneburg, Secretary C. Murphy,
M. Barrett, A. Bottorff, T. Benson, J. Andreasen, Director Christenson
The meeting was called to order by President McGinley at 5:31 p.m.

B. DISPOSITION OF MINUTES OF THE PREVIOUS MEETING

1. The minutes of the May 28, 2024, regular meeting were reviewed.
MOTION by Bottorff/Barrett to approve the minutes of the May 28, 2024
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 May Financials.
The May financial report incorporated herein was reviewed and discussed.
MOTION was made by Bottorff/Lueneburg to accept the May 2024
Financial report.
MOTION carried unanimously.

E. ACTION OF BILLS

1. Discussion occurred regarding account for funds for the grant writer and architect
services.
MOTION by Murphy/Benson to pay grant writer and architect invoices for work
done prior to grant award from the special funds.
MOTION carried unanimously.
2. Matt Christenson submitted an invoice of \$420 for work done on a section of
railing in the lower level. John McGinley abstained from this vote.
MOTION by Lueneburg/Bottorff to approve payment of invoice for work done.

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. Friends Board met for their quarterly meeting on June 18. Reagan Randall
attended and reported on her Rea of Light project to which the Friends have
contributed. Continued support was approved. The UW Marching Band is
scheduled for Concerts in the Park on July 8. The Friends and Library will split
their fee. Also approved was a Little Free Library for the dog park.

G. COMMITTEE REPORTS

1. Personnel committee has not met

2.The Budget committee has not met.

3.The River Level met several times; Minutes incorporated herein were reviewed.

Christenson updated the Board on the application for the grant. A special Board meeting will be scheduled in early July to approve the grant for submission.

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

I. UNFINISHED BUSINESS-none

J. NEW BUSINESS

1.President McGinley appointed 2024-5 Committees:

-Budget: Benson, Andreasen, Murphy

-Personnel: Lueneburg, Barrett, McGinley

-LLC: McGinley, Murphy

2.Library hours

a.Data has been collected and reviewed regarding patron use of the Library between 7pm and 8pm. Low use has been demonstrated. Discussion ensued regarding changing Library hours, preparation, timing and monitoring.

MOTION by Bottorff/Andreason to adjust the Library hours to close at 7 p.m. rather than 8 p.m. on Monday-Thursday beginning October 1, 2024.

MOTION carried unanimously.

3.Policy updates

a.Employee Commemoration policy

The length of service element of the policy is no longer in effect.

MOTION by Bottorff/Andreason to delete the last paragraph of the Employee Commemoration policy indicating length of service considerations.

MOTION approved unanimously.

b.Electronic Cigarette and Tobacco policy

Policy does not include staff.

MOTION by Andreasen/Benson to add "by the public or staff" to the Electronic Cigarette and Tobacco policy.

MOTION approved unanimously.

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

L. DATES FOR THE NEXT TRUSTEE MEETING:

Special Meeting for considering grant application-to be scheduled

July 29, 2024 at 5:30 p.m.

August 26, 2024 at 5:30

M. ADJOURNMENT

Meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Cathleen Murphy, Secretary.