

Hustisford Community Library Board Meeting
Library Board Meeting Minutes
January 14, 2025

1. **Call to Order**

Dave Margelofsky called the meeting to order at 3:42 p.m.

2. **Roll Call**

Present: David Margelofsky, Anne Roberson, Cynthia Stroessner, Judy Key, Heather Cramer, Rebecca Glauvitz, Nicole Mszal - Director.

It was confirmed that the meeting was posted per State Statute.

3. **Public Announcements** -None

4. **Approval of Minutes of the Previous Meeting**

Motion: Approve the minutes of the December 10, 2024 meeting.

Judy Key, Rebecca Glauvitz - carried.

Motion: Approve the minutes of the Special Meeting December 18, 2024.

Rebecca Glauvitz, Dave Margelofsky – carried.

5. **Approval of Financial Reports**

Library Gift/Donation/Endowment Fund Report.

Motion: Approve the Library Gift/Donation/Endowment Fund Report of January 14, 2025.

Anne Roberson, Cynthia Stroessner - carried.

Reviewed the 2024 Annual Library/Gift/Donation/Endowment Fund Report.

Discussed what to do with a CD that has come due.

Motion: Invest \$5318.59 into a 4 year CD yielding 4%.

Anne Roberson, Judy Key - carried

Financial Report

Motion: Approve the Financial Report of December 2024.

Cynthia Stroessner, Anne Roberson- carried.

6. **Township Report** – Caucus was held on January 2, 2025 and all incumbents are running again in the April election.

7. **Village Report** – Laurie Buchanan, President and Andrew Buchanan, Board Member will not be running for re-election in April.

8. **Director's Report**

Statistics

Monarch Updates- MessageBee passed and will be implemented in late winter/early spring.

Upcoming - Make and Take Crafts, Storytime, Book Clubs, Movie Marathon

Outreach- None

Director Projects - Nicole attended 5 meetings in December and has 3 to attend in January.

Friends of the Library

No meeting in December.

Will be fundraising by selling food at the Community Hall Bingo on February 6.

Will have their silent auction starting February 14 through March 15.

Grants

Building Update

Staff Meetings/Personnel

Calista Moede has been hired as Children's Librarian and started on January 6.

Staff Projects

Work continues on the inventory.

Work continues on the patron records cleanup.

9. Correspondence and communications –None

10. New Business

- a. Discussed drinking fountain quotes from Bernhard Plumbing and Pauli Plumbing.
Motion: Accept drinking fountain bid of \$3511 from Pauli Plumbing.
Cynthia Stroessner, Anne Roberson – carried

11. Unfinished Business

- a. Closed session
Motion: Enter into closed session
Judy Key, Cynthia Stroessner – carried by voice vote
- b. Reconvene into open session
Cynthia Stroessner, Heather Cramer – carried by voice vote
- c. Nicole currently has 122.5 hours of vacation time and 220 hours of sick time resulting in 42.8 days to be used for her maternity leave.
- d. The board agrees that Katelyn will be compensated for taking on director responsibilities during Nicole's maternity leave.

12. Set Next Meeting – February 11, 2025 at 3:30 pm

13. Motion to Adjourn

Heather Cramer, Rebecca Glauvitz – carried
The meeting adjourned at 6:33 pm

Submitted by Anne Roberson