

HUSTISFORD COMMUNITY LIBRARY
Board Meeting Minutes
July 10, 2026

1. Call to Order

President David Margelofsky called the meeting to order at 3:30 p.m.

2. Roll Call

Present: David Margelofsky, Cynthia Stroessner, Debbie Ninmann, Rebecca Glauvitz, Rachel Wisniewski, and Library Director Jamie Mercer.

Excused: Todd Bugnacki and Barb Wittnebel.

The meeting was properly posted according to State Statute.

3. Public Announcements

None.

4. Approval of Previous Minutes

Motion by Debbie Ninmann, seconded by Cynthia Stroessner, to approve the May 2026 meeting minutes. Motion carried.

5. Approval of Financial Reports

Jamie Mercer reviewed the financial reports and provided the following updates:

- The Hicks Grant was discussed.
- A WE Energies refund is being requested after the installation of the new meter.
- Some 2026 funds were used to cover expenses from 2025.
- Capital Improvement funds have been transferred into the library account with approval after the board president was notified. Funds will be redeposited into the account as the library is able.
- The library plans to start ordering books through ThriftBooks instead of Amazon.
- ThriftBooks offers new titles and has a buyback program.
- Board members expressed interest in books from Hustisford Public School when available.
- Jamie will inquire about establishing a line of credit with Hustisford State Bank similar to the Township's account. Dave Margelofsky offered his support if needed.

Motion by Rebecca Glauvitz, seconded by Debbie Ninmann, to approve the financial reports. Motion carried.

6. Township Report

- Jamie has been attending township meetings.
- Road construction is underway within the Township, including paving projects.

7. Village Report

- Jamie has been attending village meetings.
- Road construction continues throughout the Village.

- Ordinances discussed at the Village meeting may be presented to the Library Board in the future.

8. Director's Report

Jamie presented the monthly statistics.

Monarch Updates

- Migration of the Polaris system to the cloud has been postponed until August. Hustisford has completed all application downloads and testing.
- Monarch IT visited the library on Friday, July 10, to ensure computer cabling will not be disrupted during the August equipment move.
- Monarch has revised Hustisford circulation statistics after a concern regarding renewals from other Dodge County libraries came to light. Hustisford staff have been monitoring renewal numbers at neighboring libraries and checkout times. The Monarch ILS agreement was updated regarding renewals.
- Dodge County Route 2 delivery service will be improved with a new delivery vehicle in December 2026 and appropriate staffing levels.
- Riti reported to the Directors Council that checks written to several service providers had been found for sale on the dark web.
- The three-year public movie licensing agreement is being reviewed after smaller libraries were charged more than some larger libraries. A revised pricing structure is expected.
- Monarch received a \$10,000 Library Services and Technology Act (LSTA) grant through DPI for website accessibility improvements. Pope Tech has been selected as the vendor to help ensure library websites are accessible through screen readers.
- Jamie noted that a Monarch Library System Board member has been attending Directors Council meetings.

Library Programs

There was nothing new to report.

9. Correspondence and Communications

None.

10. Unfinished Business

- Rebecca will continue obtaining estimates for repairs to the pergola.
- Cynthia will be added as the Village Representative and Library Board member for the Library Capital Improvement Savings account.
- Jamie will obtain quotes for security cameras and additional lighting. Matthew Mueller from Monarch may be available to assist with the security camera project.
- Policy binders will be brought to the next meeting.

11. New Business

- Jamie reviewed the proposed 2027 budget. Discussion included clarification of insurance information. Jamie will submit the budget to the Town and Village by September 1.

- The board discussed recent comments regarding the meeting room, including questions about the kitchenette and access to the library key for after-hours events. Dave will follow up with the Dodge County Homemakers regarding this.
- The board reviewed the annual Director evaluation process.
 - Rebecca Glauvitz, Rachel Wisniewski, and Cynthia Stroessner will complete the initial evaluation forms.
 - The full board will meet to discuss the evaluations.
 - The board will then meet with Jamie to review the evaluation together.
- Board officer elections will take place at the next meeting.
- DPI has advised that the wording regarding the School District representative in the Joint Library Agreement is not compliant. The agreement will be updated to clarify that Library Board members are appointed by the Town and Village rather than by the Library Board.
- Jamie discussed the possibility of providing Monarch email addresses for Library Board members and will look into it.

12. Next Meeting

The next meeting will be held on Monday, July 27, 2026, at 3:30 p.m.

13. Adjournment

Motion by Cynthia Stroessner, seconded by Rebecca Glauvitz, to adjourn the meeting. Motion carried.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Rachel Wisniewski