

# HACKLEY PUBLIC LIBRARY

## BOARD MEETING MINUTES

Meeting Date: 17 December 2024 @ 4:30 pm

Location: Hackley Public Library

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Present: Oneata Bailey, Thom DeVoogd, Ardena Duren, Karen Evans, Greg Sischo, Barb VanFossen

Absent: Kevin Huss

Library Staff: Joe Zappacosta, Jessica Larson

Public: Patrick Mutchler

- 1. Call to Order – 4:31 pm**
- 2. Approval of Agenda**
  - a. Bailey/Sischo. Approved.
- 3. Approval of November Minutes**
  - a. Bailey/Duren. Approved.
- 4. Approval of December’s Special Meeting Minutes**
  - a. Sischo/Duren. Approved.
- 5. Citizens’ Comment**
  - a. None
- 6. Auditor’s Review of Yearly Financial Statements**
  - a. Increase in net position
  - b. Increase in General Fund balance
  - c. Recommendations for 1) reconciliation of property tax allocations and 2) improving internal controls surrounding the preparation of formal year-end financial statements.
- 7. Director’s Report**
  - a. MAAC event at the library in November.
  - b. Less circulation in November.
- 8. Financial Report**
  - a. Approval of payment of bills in the amount of \$22,718.73. Bailey/DeVoogd. Approved.
  - b. Change in the bank would provide the opportunity for better communication and services.
  - c. \$25,000 was donated by the Charles and Janet Beatty Trust in memory of Cora Jackson, who served as the librarian of Froebel School.
- 9. Building and Grounds Report**
  - a. Maintenance needs at the Torrent House were discussed as well as a plan for renovating the house.
  - b. Potential upgrade of the drinking fountain to one that contains a water bottle filler with a filter.
- 10. Personnel Report**
  - a. Reviewed director’s job description
  - b. Reviewed early retirement request
  - c. Discussed partial longevity
- 11. Strategic Planning Final Steps**
  - a. Graphic designer will work on the strategic plan

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- b. Consultants will help commence the implementation phase.

#### **12. New Business**

- a. Allocation of \$25,000 Donation– brainstorming session
  - i. Outreach to children is a priority
  - ii. Put the funds somewhere where it can grow for now and wait to see what happens with the building of the former Froebel School to see if there is a possibility for outreach
  - iii. Motion to move into closed session. Bailey/Sischo. Approved.
  - iv. Motion to move into open session. Bailey/Sischo. Approved.
- b. Resolution 2024-20 Resolution to Authorize the Transfer of Hackley Public Library Banking Services to Independent Bank. Bailey/Duren. Approved.
- c. Resolution 2024-21 Resolution to Approve the Revised Job Description for the Position of Executive Director. Bailey/Duren. Approved.
  - i. Concerns with 2.2- hiring a social worker.
  - ii. Time analysis may be needed before proposing increasing hours.
  - iii. Goal 5 is weak involving the Torrent House.

#### **13. Old Business**

- a. Resolution 2024-22 A Resolution of the Hackley Public Library Board of Trustees Accepting the Strategic Plan for 2025-2027. Bailey/Sischo. Not Approved.

#### **14. Adjourn – 6:02pm**

**Next Regular Meeting: January 21 @ 4:30 PM**