

VILLAGE OF MCFARLAND

**Library Board Minutes**

*Monday, November 3, 2025 - 5:15 PM*

**1. CALL TO ORDER**

Ken Machtan called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Kathy Annen, Staci Fritz, Ken Machtan, Karin Mandli, Mona Nelson, Evan Richards, Peter Sobol

Members not present:

Staff Present: Heidi Cox, Library Director

**2. PUBLIC APPEARANCES AND COMMUNICATION**

a. *This is an opportunity for members of the public to address the Library Board for items that are on or not on the agenda. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [hcox@mcfarlandlibrary.org](mailto:hcox@mcfarlandlibrary.org) to be included as part of the meeting.*

b. *Social Media Comments*

**3. ACTION ITEMS**

a. *Motion to approve the minutes of the September 2, 2025 meeting.*

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the September 2, 2025 meeting. Motion carries 6 - 0 - 1 by acclamation, with Mona Nelson abstaining.

b. *Motion to approve the September & October 2025 invoices*

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the September & October 2025 invoices totaling \$38,288.21 Motion carries 7 - 0 - 0 by acclamation.

**4. INFORMATION ITEMS**

a. *Budget Update*

b. *Director's Report*

c. *August & September Statistical Report*

d. *Community Center*

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

a. 2026 Budget

b. 2026 Library Closed Dates

Motion by Member Staci Fritz, second by Member Peter Sobol, to approve 2026 Library Closed Dates Motion carries 7 - 0 - 0 by acclamation.

c. Review Strategic Plan Goals

d. Omni Fire Panel Quote

Motion by Member Mona Nelson, second by Member Evan Richards, to approve Omni Fire Panel Quote for \$4585.00. Motion carries 7 - 0 - 0 by acclamation.

e. McFarland Youth Center Update

f. Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2025 performance evaluation

Motion by Member Ken Machtan, second by Member Karin Mandli, to convene into Closed Session at 6:14pm pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss a Library Director's 2025 performance evaluation.

Motion carries 7-0-0 on a roll call vote Machtan - Aye; Richards - Aye; Fritz - Aye; Nelson - Aye; Annon - Aye; Mandli - Aye; Sobol - Aye;

g. Discussion and action to reconvene into Open Session from Closed Session.

Motion by Member Ken Machtan, second by Village Trustee Kathy Annen, to approve Discussion and action to reconvene into Open Session from Closed Session at 6:36. Motion carries 7 - 0 - 0 by acclamation.

**6. ADJOURNMENT**

Motion by Village Trustee Kathy Annen, second by Member Peter Sobol, to adjourn at 6:37 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Heidi Cox  
Library Director