

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, December 1, 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 to be included as part of the meeting.*

3. ACTION ITEMS

- a. *Motion to approve the minutes of the November 3, 2025 meeting.*
Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the November 3, 2025 meeting. Motion carries 7 - 0 - 0 by acclamation.
- b. *Motion to approve the November 2025 invoices*
Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the November 2025 invoices Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

- a. *Budget Update*
- b. *Director's Report*
- c. *Monthly Statistical Report*
- d. *Community Center*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- a. *2026 Director Goals*
Motion by Member Mona Nelson, second by Member Peter Sobol, to approve the 2026 Director Goals Motion carries 7 - 0 - 0 by acclamation.

b. Local History Policy

Motion by Member Evan Richards, second by Member Karin Mandli, to approve the Local History Policy Motion carries 7 - 0 - 0 by acclamation.

c. Electrical System Project Update

d. Dane County Library Service Extension of Service agreement

Motion by Member Peter Sobol, second by Member Staci Fritz, to approve the Dane County Library Service Extension of Service Agreement. Motion carries 7 - 0 - 0 by acclamation.

e. E. D. Locke Public Library Organization Chart

Motion by Member Staci Fritz, second by Member Mona Nelson, to approve changes to the E. D. Locke Public Library Organization Chart moving supervising the Shelves from the Assistant Director to the Technical Services Supervisor. Motion carries 7 - 0 - 0 by acclamation.

f. Pillar Booth Quote

Motion by Member Mona Nelson, second by Member Peter Sobol, to approve the Pillar Booth Quote as proposed. Motion carries 7 - 0 - 0 by acclamation.

g. Library Space Needs Study Update Proposal

The board requested that HGA add a breakdown of costs to the quote and resubmit it for a future meeting by unanimous consent.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Mona Nelson, to adjourn at 6:15

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