



Board of Trustees Meeting
January 21st, 2025 - 4:30 p.m.
Minutes

Trustees present in person or via Teams: Katy Grogan, Quentin Mayberry, Cathy Erdman, Jessica Grandt-Turke, Steven Aurit, Cassandra Dobson, Julie Budrow

Trustees absent: Richard Neeno, Holly Garey

Guests: Kevin Lahner (City Manager), Neil Johnson (WCLO), Cassandra Pope, Amanda Gilbert

Staff present in person or via Teams: Eric Robinson, Charles Teval, Jenny Swales, Michelle Dennis, Mary Buelow, Rebecca Diedrick, Emrick Gunderson, Gabrielle Draxler, Kasandra Weiland

I. Call to Order – Introductions

K. Grogan called the meeting to order at 4:30 p.m

II. Consent Agenda Items:

C. Erdman pulled the Minutes of the previous meeting. She wanted to add the following under item IV. Old Business (Discussion concerning JATV options and current affairs):

1. City Manager did not provide the promised Memorandum of Understanding or further details on his proposal for JATV so the Board was unable to discuss or evaluate the City Manager's proposal.

2. C. Erdman noted that the City Council delegated policy and oversight responsibility over JATV to the Library Board in February of 2012 (as stated at the December meeting at 1:19).

C. Erdman pulled the Operating Statements, wondering if there was anything unusual that should be brought to attention. E. Robinson stated there was nothing unusual, just noting the boiler repairs as we struggle to keep it running until September 2025 when the new chiller is planned to be installed. C. Erdman noted the JATV financials were not present, and E. Robinson responded that it would be part of the upcoming discussion.

III. Guest Discussion

JATV transition to reporting to the city manager's office – K Lahner.

K. Lahner stated JATV financials have been a discussion since he started at the City. There have been no operational cuts, and funding is still coming from decreasing franchise fees due to cable cord cutters. It is now at the point where JATV has only two years of reserve funding left.

Reclaiming JATV back under the City preserves the talent and combines the resources of JATV and the City. It will expand access, increase programming content, and allow for more timely content. The City and JATV have been actively working together and have a good collaboration. Since this move was made, it ensures the future of JATV and its assets. S. Aurit asked if 2025 budget included getting JATV onto more applications such as Roku. K. Lahner said they looked at it, but doesn't feel as if that would get the programming in front of more eyeballs.

Per C. Erdman, on Feb. 13, 2012, the City Council delegated responsibility of JATV to the Library Board. C. Erdman stated she believes K. Lahner is making changes he does not have the authority to make and stated he refused to address the costs of JATV for three years. The City lawyer has stated K. Lahner does have the authority to make any changes.

The move of JATV to the City was outlined to the City Council and they are dedicated to see it flourish. Current staff will be kept, and shortfalls are addressed at budget time. HPL does not give any of their funds to JATV, it comes from the franchise fees. K. Grogan stated it makes sense for the City to take it over.

C. Erdman also expressed concerns that it was determined this is the only way forward for JATV and no other options were explored. She also expressed concerns that opposing viewpoints (i.e. someone that did not want the Woodman's Center built), would not be aired. K. Lahner responded JATV has a policy that outlines what can go on the air, they record issue forums all the time and air Church services.

Q. Mayberry questioned when the Board can let this issue go as he is ready to move on to Library business. They have talked about it for a long time, and the Board has no authority.

IV. Reports

A. Library Trustee Continuing education presentation on parliamentary procedures (Robert's Rules of Orders): The Library Trustee continuing education presentation was by K. Grogan and J. Budrow. J. Budrow stated she did not know much about the Rules, so it was simultaneously helpful and confusing. K. Grogan discovered one of the reasons for the procedures was to ensure that everyone was recognized and had a voice.

B. Prairie Lakes Library System Report: C. Teval reported tweaks and updates to the ILS system were discussed. PLLS now has a system consultant for programming, and she has been working on the summer reading program and scheduling performers for the libraries. C. Teval clarified for K. Grogan funding for PLLS comes through the state.

C. Friends of the Library Report: C. Dobson reported the 2025 budget was approved, and a new President was appointed. They are conducting an active outreach for new Board members, and postcards were sent to all current members in a recruitment effort.



D. Activities Report: NSTR

E. Library Director Report: E. Robinson reported he and Laura have four interviews scheduled for a Programming Librarian in Adult Services. There has been a 9% increase in foot traffic, not sure if that is primarily due to the no fines policy, or cleaning the parking lot. Electronic circulation has increased, and there has been a 36% increase in program participants. The bid for the chiller replacement was awarded to Madison based IKM Building Solutions.

V. Old Business

A. HPL Personnel Policy Manual addendum (action item): HPL has had addendums since 2019 when the City published an updated Personnel Manual. They recently made some additional changes for 2025 which allowed us to award vacation fully at the beginning of the year as opposed to a monthly. C. Radtke (City HR) suggested we make it clear how part-time vacation hours are calculated, and give examples of what happens to the awarded vacation if someone leaves during the year.

Q. Mayberry made a motion to adopt the updates of the addendums, S. Aurit seconded, and the motion passed.

VI. New Business

A. Resource Library Agreement between Prairie Lakes Library System (action item): The PLLS pays HPL for services such as delivery van parking at HPL and original cataloging.

J. Budrow made a motion to sign the Resource Library Agreement between PLLS and HPL. S. Aurit seconded, and the motion passed.

B. Closed Session – Personnel Committee

"Consideration of a motion to convene into closed session, pursuant to Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Discussion: Progress of the library director's 2024/2025 goals."

At 5:49 pm Q. Mayberry moved to go into closed session, J. Budrow seconded, the motion carried.

VII. Adjournment (Next Regular Meeting – February 18, 2025)

Submitted,
Jenny Swales

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