

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, August 15, 2024
Submitted by Lisa Feldner, Secretary

I. Call to Order was made at 5:02pm by President Lee Bromberger. Present were Trustees Lee Bromberger, Amy Reichert, Elise Miller, Lisa Feldner, Lisa Kwiat, Tom Truttschel, Robyn Ludtke, Linda Hallquist, and Library Director Andrew Kristensen.

II. Public Comment: Please be advised that the audio of this meeting will be recorded and available online through the Library's website. No public comment.

III. Consideration of Library Board Minutes of the July Meeting

Amy Reichert motioned to approve the minutes of the July meeting. Tom Truttschel seconded. The motion carried unanimously.

IV. Financial Affairs

a. Consideration of the July Bills

Linda Hallquist motioned to approve the July Bills. Robyn Ludtke seconded. The motion carried unanimously.

b. Status of the Budget

V. Director's Report

a. Statistics

b. Staff Updates, Buildings and Grounds, & Miscellaneous

- Three Circulation Clerks are leaving (all were pre-planned and are leaving on great terms) and our Circulation Supervisor, Brianna Rasmussen, submitted her three week notice to Andy last week. Andy is working to fill those positions and hopes to have this done by the end of the week.
- The Library continues to wait for an exact date from Langer Roofing for the roofing project. Andy is in constant contact with Tom Jenson, our DPW director, about this.
- Tom Jenson and the HVAC repairman discovered the cause of our enormous electrical bills over the past two cycles—the thermostats were set to both heat and cool the building simultaneously, and they were running 24/7 instead of shutting off/cooling down during the library's closed hours.
- Kiwanis is trying to organize a new annual fall festival, "Pumpkin Party in the Park," on October 19th from 4-8pm. All money raised will go to the children's area remodel.

c. Summer Reading Program 2024 Recap

- Bridget created an in-depth report breaking down stats from all areas of the summer reading program.

VI. Old Business

a. Consideration of Materials Selection Policy

Elise Miller motioned to approve the Materials Selection Policy. Amy Reichert seconded. The motion carried unanimously.

VII. New Business

a. Discussion & Consideration of Emily Doty's Mid-Level Management Certificate Request

Lisa Feldner motioned to approve Emily Doty's Mid-Level Management Certificate Request at 100% funding from the Hartland Public Library with the ability to work with the Library Director on scheduled work time for assignments. Lisa Kwiat seconded. The motion carried unanimously.

b. Discussion & Consideration of Preliminary 2025 Budget

The board is formally recommending moving forward with budget #5 but reworking to include an up to 3% wage increase for all employees, allowing for an internal promotion, an addition of a full-time librarian position and no decrease in the library operations budget.

VIII. Announcements

a. Trustee Training Week – August 19-23

b. Friends of the Library Book Sale – September 9-14

c. Hartland North Elementary School is having a Grand Opening to Celebrate the Remodel of their Library on August 27th at 11:00

d. Hawks Fest is seeking sponsorships. Robyn and Troy Ludtke are willing to sponsor the library booth.

IX. Adjournment

A motion to adjourn was made at 6:52 pm by Tom Truttschel. It was seconded by Linda Hallquist. The motion carried unanimously.

Next regular meeting is scheduled for September 12, 2024 at 5:00 pm