

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, November 14, 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, Lisa Feldner, Elise Miller, Tom Truttschel, Robyn Ludtke, Lisa Kwiat, and Library Director Andrew Kristensen. Linda Hallquist was absent.

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 October Meeting

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

IV. Financial Affairs

a. Consideration of the October Bills

Tom Truttschel motioned to approve the October 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

- Emily and Bridget took over the children's programs in the absence of a Children's Librarian prior to November 4 (in addition to their normal roles/responsibilities), and it went virtually flawless.
- Matt Amenda, our new Children's Librarian, started last week Monday. He's already leading several of the programs (Bridget and Emily are assisting when needed), and his training is progressing very well.
- The roof replacement went an additional two weeks past its original targeted end date, but it is tentatively complete.
- Staff ran or participated in 3 Halloween events this year: the Pumpkin Party in the Park event on October 19, the Business Trick or Treat event on October 24, and our own Library Trick or Treat & Halloween Celebration on October 29.
- Pat Endter estimated between 1200-1500 people showed up for the Pumpkin Party in the Park event based on what he saw at the beer garden concession stand, and it was a big success financially—after expenses were covered, the event ended up raising around \$4,000 for the children's area.

- Staff interviewed candidates for the upcoming new librarian position that will begin in January. The position, titled 'Programming and Engagement Librarian', will be assisting other librarians with programs/creating their own, will take over running social media from Emily, and will work the reference desk and be responsible for other librarian-specific tasks as well. This position was only possible by asking the Village Board for a 20.2% budget increase, which they officially voted on and funded this past Monday at their board meeting.

VI. New Business

a. Discussion and Consideration of Director Kristensen's 2024 End of Year Evaluation Format

Amy Reichert motioned to approve Director Kristensen's 2024 End of Year Evaluation Format. Elise Miller seconded. The motion carried unanimously.

b. Consideration of Bridges 2025 Annual Addendum

Amy Reichert motioned to approve the Bridges 2025 Annual Addendum. Robyn Ludtke seconded. The motion carried unanimously.

c. Discussion of School Visit Policy

VII. Announcements

- The board would like to provide welcome cards to the newly hired staff.

IX. Adjournment

A motion to adjourn was made at 6:02 pm by Amy Reichert. It was seconded by Tom Truttschel. The motion carried unanimously.

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