

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, December 12, 2024
Submitted by Lisa Feldner, Secretary

I. Call to Order was made at 5:02pm in the Village Hall Board Room by President Lee Bromberger. Present were Trustees Lee Bromberger, Amy Reichert, Lisa Feldner, Elise Miller, Tom Truttschel, Robyn Ludtke, Lisa Kwiat, 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 November Meeting

Elise Miller motioned to approve the minutes of the November meeting. Tom Truttschel seconded. The motion carried with 7 ayes. Linda Hallquist abstained.

IV. Financial Affairs

a. Consideration of the November Bills

Amy Reichert motioned to approve the November Bills. Linda Hallquist seconded. The motion carried unanimously.

b. Status of the Budget

V. Director's Report

a. Statistics

b. Staff Updates, Buildings and Grounds, & Miscellaneous

- Our new librarian, Jamie Chandler, will be starting on January 2, 2025. Her official job title will be 'Programming and Engagement Librarian.'
- Linda McClure, one of our circ workers, submitted her two weeks' notice and her last day will be December 14. The position has been posted and over 30 applicants have been received.
- Library staff will be hosting a special Winter Wonderland party for all local families on Saturday, December 14. Buddy the Elf will be the featured performer this year.
- Bridget and Andy wrote and received a grant to get her entire portion of the WLA conference cost from last month covered.

c. Finalized 2025 Library Staff Raises and Library Budget

- The Library Board and Library Director Andrew Kristensen appreciate the Village of Hartland's financial support of both the Library Staff Raises and Library Budget.

VI. Old Business

a. Discussion and Consideration of Group Visits Policy

Amy Reichert motioned to approve the updated Non-Recurring Group Visits Policy. Lisa Kwiat seconded. The motion carried unanimously.

VI. New Business

a. Consideration of Extended Hours Nights for January 2025

Elise Miller motioned to approve the Extend Hours Nights for January 2025. Tom Truttschel seconded. The motion carried unanimously.

b. Consideration of motion to recess to closed session pursuant to State Statutes 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to reconvene into open session pursuant to State Statute 19.85(2) for the purpose of considering any action as may be necessary and appropriate.

i. Discussion and Consideration of Director Kristensen's Year-End Review and Salary

Robyn Ludtke motioned to recess into closed session for consideration to adjourn into closed session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation of any public employee. Item of Discussion: Director Kristensen's Year-End Review and Salary. Tom Truttschel seconded. Roll call was taken.

Linda Hallquist – aye

Elise Miller -aye

Lisa Kwiat – aye

Robyn Ludtke – aye

Tom Truttschel – aye

Lisa Feldner – aye

Amy Reichert – aye

Lee Bromberger – aye

The motion carried unanimously.

ii. Consideration to reconvene into open session if there is any action deemed appropriate pursuant to the previously held closed session. Tom Truttschel motioned to reconvene into open session. Lisa Kwiat, seconded. Roll call was taken.

Linda Hallquist – aye

Elise Miller -aye

Lisa Kwiat – aye

Robyn Ludtke – aye

Tom Truttschel – aye

Lisa Feldner – aye

Amy Reichert – aye
Lee Bromberger – aye
The motion carried unanimously.

The Board has recognized Library Director Andrew Kristensen's work and decided to reward that work with a 3.5% raise.

VII. Announcements

IX. Adjournment

A motion to adjourn was made at 6:31pm by Tom Truttschel. It was seconded by Amy Reichert. The motion carried unanimously.

Next regular meeting is scheduled for January 9, 2025 at 5:00 pm