

Minutes of the Hartland Public Library Board of Trustees
Regular meeting on Thursday, November 13, 2025
Submitted by Emily Doty

Attendance

- Present: Lee Bromberger, Lisa Kwiat, Robyn Ludtke, Linda Hallquist, Lisa Feldner, Amy Reichert, Andrew Kristensen, and Emily Doty
- Absent: Elise Miller and Tom Truttschel

I. **Call to Order**

a. Call to Order was made at 5:00 pm by President Lee Bromberger.

II. **Public Comment:** Please be advised that the audio of this meeting will be recorded and available online through the library's website.

a. There were no public comments.

III. **Consideration of Library Board Minutes of the October Meeting**

a. A motion to approve the Library Board Minutes of the October Meeting was made by Linda Hallquist and seconded by Robyn Ludtke. The motion carried unanimously.

IV. **Financial Affairs**

a. Consideration of the October Bills

i. A motion to approve the October bills was made by Linda Hallquist and seconded by Amy Reichert. The motion carried unanimously.

ii. Director Kristensen stated that Mobile Beacon was for hotspots.

b. Status of the Budget

i. Director Kristensen updated the board about the status of the budget, especially the HVAC system for ventilation in the Woman's bathroom and staff breakroom.

ii. Robyn Ludtke asked about who got the quote for the HVAC.

iii. A motion to approve the HVAC expense of \$4,6800 was made by Robyn Ludtke and seconded by Lisa Kwiat. The motion carried unanimously.

V. **Director's Report**

a. Statistics

i. Director Kristensen discussed the most recent monthly stats.

ii. Robyn Ludtke asked if this report is helpful for Director Kristensen, and he responded that he uses it for the Annual Report.

b. Staff Updates, Buildings and Grounds, & Miscellaneous

i. Director Kristensen highlighted that Emily's last day before going out on maternity leave is November 21, exhaust fans in bathrooms, collection and shelving move, budget was finalized and will be approved in December, staff reviews will be done by next week, Genavieve and Emily

launched merch store, and Library being a food donation for Holiday Train and having a Giving Tree.

- ii. Robyn Ludtke asked about the graffiti outside of the staff entrance and asked about the municipal support regarding having cameras and the budget for the cameras.

VI. Old Business

a. Discussion of Program Rooms Policy

- i. Library Board Trustees discussed the proposed changes made to the Program Rooms Policy.
- ii. A motion to approve the Program Rooms Policy was made by Amy Reichert and seconded by Lisa Feldner. The motion carried unanimously.

VII. **New Business**

a. Discussion & Consideration of Bridges 2026 Annual Addendum

- i. Library Board Trustees discussed the Bridges 2026 Annual Addendum.
- ii. A motion to approve the Bridges 2026 Annual Addendum was made by Robyn Ludtke and seconded by Linda Hallquist. The motion carried unanimously.

b. Discussion & Consideration of January 2026 Extended Hours

- i. Library Board Trustees discussed the proposed January 2026 Extended Hours.
- ii. A motion to approve the January 2026 Extended Hours was made by Robyn Ludtke and seconded by Amy Reichert. The motion carried unanimously.
- iii. Robyn Ludtke thanked the staff for being willing to stay late for extended hours.

c. Discussion & Consideration of Director Kristensen's 2025 End of Year Evaluation Format

- i. Library Board Trustees discussed the proposed Director Kristensen's 2025 End of Year Evaluation Format.
- ii. A motion to approve Director Kristensen's 2025 End of Year Evaluation Format was made by Linda Hallquist and seconded by Amy Reichert. The motion carried unanimously.

d. Discussion of First Concepts for Children's Area Remodel

- i. Guest: Jake Zuehl
- ii. Library Board Trustees discussed the First Concepts for Children's Area Remodel presented by Jake Zuehl.

VIII. **Announcements**

a. Giving Tree Initiative

b. Little Free Pantry

c. Winter Party on December 13

d. Linda Hallquist requests that School Visits get put on the December agenda.

- e. Lisa Kwiat asked about Tom Truttschel's request to put the Hartland History Room and Hartland Historical Society on a future agenda.

IX. **Adjournment**

- a. A motion to adjourn was made at 6:41 pm by Linda Hallquist and seconded by Amy Reichert. The motion carried unanimously.

Next regular meeting is scheduled for December 11, 2025 at 5:00 pm