

MINUTES OF THE HARTLAND PUBLIC LIBRARY BOARD OF TRUSTEES

Regular meeting on August 9, 2018

Submitted by Lynda Crooke, secretary

A. CALL TO ORDER was made at 6:32 by vice president Jay Williams, Janet Schmitt arrived late. Present were Board members, Lynda Crooke, Michele Plank, Amy Reichert, Jay Williams, Janet Schmitt, library director Laura Gest, and staff members Emily Sternemann and Heidi Bauer.

B. PUBLIC COMMENT: There was no comment.

C. MINUTES of the July 10 meeting were reviewed. The first section was missing and therefore, could not be approved.

D. FINANCIAL AFFAIRS:

1. Motion to approve the July bills was made by Reichert and seconded by Dimond.

The motion carried.

2. The status of the budget was reviewed, it is delightful.

E. DIRECTOR'S REPORT:

1. Statistics for July show that circulation was up 1993 for the month and up 1478 for the year.

2. Laura shared the Monthly News.

a. The summer reading program was a great success, 678 kindergarten-teen, 111 birth-age 4 children and 100 adults have signed up; and 4,875 reading logs have been passed in.

b. Laura and Lee Clay are planning an opioid Narcan training session that will include needle awareness and procedures that should be followed by the staff.

c. A tie-dye program will take place on Friday.

d. On August 23 from 1-4 the Hartland Library will celebrate its birthday.

1. Laura will be formally introduced.

2. Summer volunteers will be thanked at this time.

e. Laura is building a new browsing collection of DVD's that will be available only to our patrons.

F. OLD BUSINESS:

1. Laura discussed building maintenance projects.

a. Windows are scheduled to be washed on August 16 and 17.

b. Reichert motioned that we accept the \$340 Blue Green Quote to clean, repair, and seal the grout and tile at the Hartland Library. Williams seconded the motion and it passed.

c. The Board asked Laura to look into having Adelman clean the carpets.

2. The Board discussed the purchase of a rectangle picnic table in honor of Nancy Massnick.

a. Information about price, size, shipping and assemblage of the table will be presented at the next meeting.

4. Emily Sternemann presented some slogans for the library, such as “explore today, discover tomorrow” to the Board, she is going to explore further.

5. The Board discussed our Board Contact information.

a. Individual Board members information will be taken off the Library page, and Janet will be given an Hartland Library email address which will be posted on the page.

b. Staff e-mail addresses will be made available.

G. NEW BUSINESS:

1. Laura presented a Hartland Library survey for Hartland residents, which will be put on social media, distributed on voting day, at local school events, etc.

2. Laura shared with the Board a heat map of Hartland Library users, in which Board members found some mistakes.

3. The Board discussed putting warnings on circulating Hotspots.

4. Laura discussed the Hartland Library Fax Policy.

H. ADJOURNMENT: Motion to adjourn was made at 7:33 by Crooke and seconded by Reichert. The motion carried. The next meeting is scheduled for Thurs., October 11, 2018 at **5:00** PM.