

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on August 5th, 2019
Submitted by Brianna Rasmussen

- A. CALL TO ORDER at 4:02 p.m. made by president, Janet Schmitt. Present were Board members, Michele Plank, Amy Reichert, Jay Williams, Lee Bromberger, Janet Schmitt, Brianna Rasmussen and Library Director Laura Gest. Jeff Pfannerstill was absent. Staff member Heidi Bauer was present.
- B. PUBLIC COMMENT - None was made.
- C. MINUTES of the July 11th Meeting were reviewed. Reichert moved to approve, and it was seconded by Bromberger. The motion carried.
- D. FINANCIAL AFFAIRS
1. Williams moved to approve the July bills. Bromberger seconded the motion and it carried.
 2. Status of the budget was reviewed – it is fantastic.
- E. DIRECTOR’S REPORT
1. Statistics for overdrive use for the month of July is 1650 and at 11, 026 for the year. Claudia will be hosting a technology camp and one of the sessions will work through and discuss how to use overdrive.
 2. Laura shared the Monthly News
 - i. The A/C unit has been working so there is no need currently to fix. Laura is looking into companies to work with going forward.
 - ii. Discussed a possible “emergency fund” to cover costs if all issues/emergency fixes happen simultaneously. The board discussed this and we will continue as is for now.
 - iii. There is a system wide meeting with Envisionware scheduled to present more information about the RFID system. There are twelve libraries interested in adding the new RFID system. Bridges has approved \$77,000 to assist with purchase of tags to be split system wide. Laura will get more information at the meeting on August 13th.
 - iv. Replacement of the roof is scheduled for 2020.
 - v. Laura received a sweet letter and generous donation from a patron expressing gratitude regarding our outreach program.
 - vi. We have advanced to the next round for the Heart of Canal Grant. Peter and Emily will attend a meeting with more information regarding the next stage on August 29th.

- vii. Ryan has an antiques appraisal scheduled on Sept. 14th. Sign up has begun.
- viii. Staff meeting/ Strategic Planning has moved to August 21st. Ryan Bailey will facilitate. The Board Strategic Planning meeting will be held on a separate date from the staff.
- ix. Cathy will be moving to Circulation from the Technical Services. She still will help with programs.
- x. Budget is being worked on. We will be able to purchase some new computers this year.

F. OLD BUSINESS – There was none.

G. NEW BUSINESS

- 1. Officer Elections
 - i. Williams moved to nominate Brianna Rasmussen as Secretary. Plank seconded and the motion carried.
 - ii. Reichert moved to nominate Janet Schmitt for President and Jay Williams as Vice President. Bromberger seconded the motion to nominate and the motion carried.
- 2. Approve date for Strategic Plan
 - i. Laura will reach out to see if Ryan is available to do a second Strategic Planning meeting. Suggestion to have meeting after the next board meeting on September 12th. Laura will send out a poll to establish a date for the Board Strategic Planning meeting.
- 3. Discuss 2020 Library Budget
 - i. Budget was looked over and will be presented to the board on September 18th & 19th. Laura will confirm the date and time for the Library presentation.

H. ADJOURNMENT. A motion to adjourn was made at 4:53pm Williams and seconded by Reichert. The motion carried. The next meeting is scheduled for Thursday September 12th, 2019 at 5:00 p.m.