

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on July 11, 2019
Submitted by Brianna Rasmussen

- A. CALL TO ORDER at 5:00 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.
- B. PUBLIC COMMENT – There was none.
- C. MINUTES of the June 13 Meeting were reviewed. Williams moved to accept them, as corrected. Plank seconded the motion and it carried.
- D. FINANCIAL AFFAIRS
1. Motion to approve the June bills was made by Bromberger and seconded by Reichert. The motion carried.
 2. Status of the budget was reviewed – it looks great!
- E. DIRECTOR'S REPORT
1. Statistics for overdrive showed 1600 for the month of June and 9,300 for the year. Children's programs are averaging 64 per event – great numbers.
 2. Laura shared the Monthly News
 - i. Laura has been here one year, and it has been great! Very positive feedback has been received regarding the changes/ updates to the library during the last year.
 - ii. Programming has greatly improved, and it reflects in the numbers. The times of highest circulation directly matches up with the times of programs.
 - iii. The Outreach Program is going well – Laura wants to stay focused on it and other underserved members of community.
 - iv. Laura will be attending the Leadership Development Institute August 7th – 9th.
 - v. Ryan and Peter will be helping the PD with an ice cream social for Hartland Night Out on August 8th.
 - vi. The Hartland Hometown Celebration Parade was canceled. Planned to help with the kid's bike parade.
 - vii. Ran into a couple building issues this month –
 1. Water heater was replaced. Received a high quote for the replacement. DPW was able to handle the replacement for less.
 2. One of the air conditioner units in the new addition has been acting up.

- a. Laura is working to get quotes and more details on repairs needed. Will update the board once those have been received.

- viii. An ADA accessibility scan was done on the building. Initial response was that we did ok. Final results will be sent soon.
- ix. Erin, the tech from Bridges, came to review our current computers to discuss a replacement plan and the cost per computer. A timeline for replacement was discussed. Laura will continue to gather more information.
- x. DPW laid concrete for the bench to honor Michael Moran. The bench should be placed soon.
- xi. Laura presented the idea for having a Strategic Planning day during the full staff meeting on August 28th, 2019.
 - 1. This idea was discussed and liked by the board.
 - 2. Laura is looking into establishing more details.

F. OLD BUSINESS – There was none.

G. NEW BUSINESS

- 1. The meeting for August has been rescheduled and set for Monday August 5th, 2019 at 5:00 p.m.
 - i. The board will discuss future schedule of meetings on Aug. 5th.
- 2. Laura presented information on the possible purchase/implementation of a RFID (Radio Frequency Identification) system.
 - i. Laura and Ryan attended a presentation about the RFID system.
 - ii. The Library System is looking into grants to help libraries implement RFID.
 - iii. New tags that would be used in the RFID were shown to the board.
 - iv. Laura showed the board a short video of the self-checkout process (video of self-checkout RFID system in Tacoma).
 - v. The board discussed the cost and timeline of implementing RFID with self-checkout. The board is interested and asked for more information on working with the Library System on implementation.
 - vi. Laura is looking into more information regarding cost and payment options. She will discuss with the Library System about assistance with implementation and grant opportunities.

H. ADJOURNMENT. A motion to adjourn was made at 6:04 p.m. by Williams and seconded by Reichert. The motion carried. The next meeting is scheduled for Monday August 5th, 2019 at 5:00 p.m.