

**Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on March 12th, 2020
Submitted by Brianna Rasmussen**

- A. A CALL TO ORDER was made at 5:10 p.m. by President Janet Schmitt. Present were board members Michele Plank, Jeffery Pfannerstill, Brianna Rasmussen and Library Director Laura Gest. Jay Williams, Lee Bromberger and Amy Reichert were absent. Boy Scout Ben and staff member Peter Blenski were present.
- B. PUBLIC COMMENT
1. Boy Scout Eagle Project Presentation by Ben. He would like to create a lego table for our lego club.
 - i. The table will include one ramp with a leaderboard and it will be foldable for easy storage.
 - ii. There will be a group of boy scouts to help create the table.
 - iii. Maintenance of the table was discussed. They would assist Peter in maintaining.
 - iv. The time frame goal is to have this completed by summer.
 - v. Discussed funding.
 1. Cost of materials
 - a. \$400 – \$500 including donation of legos
 2. Lego party fundraising night for the lego club
 2. Board likes the idea and would like a progress report/ update.
- C. MINUTES – Pfannerstill motioned to approve the February meeting minutes and Plank seconded. The motion carried.
- D. FINANCIAL AFFAIRS
1. Rasmussen motion to approve the February bills and Pfannerstill seconded. The motion carried.
 - i. Discussed the doors and the cost for fixing the re-occurring handicap buttons.
 1. Research sliding doors and discuss later.
 2. Status of Budget was discussed and is peachy-keen.
- E. DIRECTOR'S REPORT
1. Statistics - Circulation is up – which is great!
 2. Monthly News
 - i. The staff are adjusting well with new changes and duties. They are not behind on processing. We currently have less books in the back waiting on processing.
 - ii. Discussed as a board arranging something for National Library Week for our wonderful staff.

- iii. Program numbers are looking good.
- iv. Dr. Seuss Storytime was great and attendance was wonderful!
- v. Working on Party in the Park for this summer. Trying to figure out details and working with the fire department. We are trying to figure out the food for the event.
- vi. Peter has student art work up on display.
- vii. We have 65,000 tags for the RFID. Envisionware is coming the end of April to train us.
- viii. For neighborhood night out we will serve ice cream again.
- ix. Peter is prepared to put his storytime online in case of closure.
- x. The board discussed staffing in the case of illnesses.
- xi. Briefly discussed process for the pandemic if needed and to keep updated on the guidelines regarding the illness for how the library would handle.

F. OLD BUSINESS

- 1. Revised Budget Transaction from Jan 2020
 - i. The duplicate amount from the January budget has been moved and updated.

G. NEW BUSINESS

- 1. Discuss/ Approve Waukesha County Allowable Costs Worksheet
 - i. President Schmitt signed off on the worksheet.
- 2. Discuss/Approve updated Use of Library Facilities Policy
 - i. Pfannerstill moves to make the suggested updates to the Library Policies specifically within the Meetings within the Library Policy and the Cell Phone Policy. Rasmussen will second the motion. The motion carried.
- 3. Discuss/ Approve Library closing for half day in-service
 - i. May 1st, a Friday, close at noon to work on training for the RFID and other staff development.
- 4. Discuss/ Approve Engagement Librarian Position
 - i. Board read through and discussed the posting for the new Engagement Librarian Position.
 - ii. Pfannerstill made a motion to approve the posting for the Engagement Librarian Position. The motion was seconded by Plank. The motion carried.

H. ADJOURNMENT – A motion to adjourn was made by Pfannerstill and seconded by Rasmussen. The motion carried. The next meeting is scheduled for Thursday April 9th, at 5:00 p.m.