

**Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on May 14<sup>th</sup>, 2020  
Via- Zoom Call  
Submitted by Brianna Rasmussen**

- A. A CALL TO ORDER was made at 5:12 p.m. by Vice-President Jay Williams. Present were board members Lee Bromberger, Amy Reichert, Michele Plank, Robyn Ludtke, Brianna Rasmussen and Library Director Laura Gest. President Janet Schmitt joined the call late.
  
- B. PUBLIC COMMENT – there were none.
  
- C. MINUTES – Reichert motioned to approve the March meeting minutes with the addition of a last name and a grammar correction. Bromberger seconded. The motion carried.
  
- D. FINANCIAL AFFAIRS
  - 1. Reichert made a motion to approve the March and April bills and Plank seconded. The motion carried.
  - 2. Status of Budget was discussed.
  
- E. DIRECTOR'S REPORT
  - 1. Statistics –
    - i. We had the 5<sup>th</sup> highest circulation in the Bridges Library System for March.
    - ii. Online use has shown a big increase from the previous year
  - 2. Monthly News
    - i. Laura watched the DPI webinar about reopening to help with a plan.
    - ii. Tagging for RFID has been going slow with the busy curbside numbers. Hoping to be able to focus on and get further on tagging.
    - iii. Summer reading has moved to all online.
    - iv. Staff is handling the increased amount of holds very well!
    - v. Staff have received many donations (masks and toilet paper) and treats from patrons to show thanks!
    - vi. Laura has been working with Claudia and Emily regarding restarting programs. Focus would be on adult programs with limited numbers and required registration. Children's programs will not start for a while.
    - vii. The board welcomed our new member, Robyn Ludtke.
  
- F. OLD BUSINESS – there is none.

## G. NEW BUSINESS

1. Act/ Approve Director's Summer Schedule
  - i. The board discussed the plan for work from home hours for the Director and staff continuing through the summer and it looks good.
2. Discuss Reopening Plan
  - i. The board discussed the current situation and made sure to note the continued changes are day to day and we may need to adjust/update accordingly.
    1. Discussed the need to focus on keeping the staff safe as we look to reopen.
      - a. Full staff meeting to communicate updates.
    2. Precautionary measures were discussed.
      - a. Plexiglass the length of the counter will be installed.
      - b. PPE amount was discussed, and we are currently stocked.
      - c. Staff will wear masks.
      - d. Computer use will be scheduled by appointment with a set time limit.
      - e. Will limit the number of patrons in the building at a time along with limiting browsing section to just the lobby area.
      - f. Limited hours for lobby with continued curbside pickup.
    3. Discussed what was necessary to maintain and sanitize the library and items.
      - a. Will continue to set the returned books/ items in the drop book to the side for 3 days.
      - b. Will let patrons know waiting 3 days before touching books/ items is recommended.
3. Act/ Approve continued closure through June 6<sup>th</sup>
  - i. Williams moved to not open until May 26<sup>th</sup> and to only open in a limited capacity. Reichert seconded and the motion carried.

H. ADJOURNMENT – A motion to adjourn was made at 6:23 p.m. by Williams and was seconded by Reichert. The motion carried. The next meeting is scheduled for Thursday June 11<sup>th</sup>, at 5:00 p.m.