

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on September 10th, 2020
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:00 p.m. by President Janet Schmitt. Present were board members Amy Reichert, Robyn Ludtke, Jay Williams, Lee Bromberger, Michele Plank, Brianna Rasmussen and Library Director Laura Gest.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES –A motion to approve August Minutes made by Williams and seconded by Bromberger. The motion carried.
- D. FINANCIAL AFFAIRS
1. Ludtke motioned to approve the August bills and Rasmussen seconded. Motion carried.
 2. Status of the budget was discussed – it is lovely.
- E. DIRECTOR’S REPORT
- a. Statistics
 - i. Laura is impressed at current circulation numbers. They are not bad considering current issues. Non-resident numbers are not bad for August. Overdrive is up which is no surprise.
 - b. Monthly News
 - i. Anne has left and Mary has downsized on hours due to taking on another job.
 - ii. The customer service speaker was really good. There were useful takeaways for the staff.
 - iii. Part time circulation staff are delighted with vacation time.
 - iv. Laura put in for a grant for the center of East Asian Studies. Great opportunity. Had to list titles or materials we would use the grant to purchase.
 - v. Self-checkouts are installed. Working through requiring your PIN to access.
 - vi. Peter is waiting for teachers to get into a rhythm before approaching schools and teachers to talk about this year. The baby story time has been dropped.
 - vii. Claudia had book club. They shared books they are interested in and moving forward with book club.

- viii. Emily and Laura are going to hold the “cutting the cable cord” event in October.
- ix. Laura broke down total circulations by days and time for the month to look through. Saturday’s hours have moved to 9am-2pm. Looking to keep an eye on students and when they would need study hours.
- x. Talking about using the money from staff education to look into new signs for the library shelves.
- xi. The Bridges system’s new Library Director came in to ask if there was anything we need from the system.
- xii. The Village Budget meeting is September 16th, at 6:15 pm to present our next year budget.
- xiii. Laura edited the 2019 year in review document. Looks great!
- xiv. Discussed the Santa event update. Williams met with Peter to start working through details. Decided on Zoom meetings the three Saturdays leading up to Christmas. Will try to schedule as many zoom meetings as participation requests. Going to be a wonderful event!
- xv. For business trick or treat we will be out handing out candy.
- xvi. Head shot program had 5 attendees.
- xvii. We will now be getting the zoo pass.

F. OLD BUSINESS – there is none.

G. NEW BUSINESS

- a. Discuss Additional Program Room
 - i. We took a field trip over to look at the back quiet space area.
 - ii. Laura walked us through the options for updating the space to provide more room for programming.
 - iii. Laura will proceed with gathering more information and options.

H. ADJOURNMENT – A motion to adjourn was made at 6:01 p.m. by Williams. Ludtke seconded and the motion carried. The next meeting is scheduled for Thursday October 8th, at 5:00 p.m.