

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on November 19th, 2020
Via Zoom Call & In-person
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:03 p.m. by President Janet Schmitt. Present were board members Amy Reichert, Robyn Ludtke, Jay Williams, Lee Bromberger, Brianna Rasmussen and Library Director Laura Gest. Michele Plank was absent.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES –Schmitt made a motion to approve the October meeting minutes with corrections on the month for the bills and corrected spelling of the word technology. Williams seconded and the motion carried.
- D. FINANCIAL AFFAIRS
1. Bromberger motioned to approve the October bills and Williams seconded. The motion carried.
 2. Status of the budget was discussed – it is hunky dory!
- E. DIRECTOR’S REPORT
- a. Statistics
 - i. Circulation is under 5% down – not too bad.
 - b. Monthly News
 - i. The roof is being repaired this week/next week. Having repairs done instead of full replacement.
 - ii. Laura and Emily looked through the new Bridges App. It is easy to use and they are excited about it!
 - iii. The first Tech Talk was good and the “Help Now” resource has 174 uses already. They are going to keep the rotation for Tech Talks and have staff present on different technologies.
 - iv. We have had two trivia nights. They were low on numbers but good. There is another one scheduled in December.
 - v. Business Trick or Treat went well. Deca’s trunk or treat in the parking lot was great and Laura hopes they come back next year.
 - vi. Peter and Jay are working on Stories with Santa for this year. Discussed the promos and they are opening a second session.
 - vii. We received the grant from University of Wisconsin- Madison Center for East Asian Studies. Books are ordered and coming in.

- viii. Emily has started making Teen Craft Bags. They are a huge hit!
- ix. Emily and Laura attended the Lead the Way conference. The sessions were recorded and overall it was worth it.
- x. Reviews are done. Ryan and Laura will plan to do these at the end of the month.
- xi. Laura thanked Michele for her email about schools being closed due to events in the area on November 6th. She appreciated the heads up and the support on the decision to close the library.
- xii. The library is still slow and steady. Foot traffic seems slow, but circulation is still good. Laura mentioned other libraries were rolling back services and shared her plans for going forward.
 - 1. The board discussed Laura's plans.
 - a. Continue mask requirement.
 - b. Limit time in the building.
 - c. Continue curbside pick-up option.
 - d. Keep an eye on status of local schools.
 - 2. Ludtke made the motion to approve Laura having full authority to take the next steps if needed regarding hours and patron time limit in the building due to the pandemic. Williams seconded and the motion carried.
- xiii. Jay shared more details about the Stories with Santa, it is going to be a wonderful event!

F. OLD BUSINESS

G. NEW BUSINESS

- a. Discuss/Action Multiuse Room Addition
 - i. Laura shared two quotes and plans for the multiuse room remodel.
 - ii. The board discussed and compared the two quotes and plans.
 - 1. Laura will move forward and get a third quote on the project.
 - b. Act/Approve 2021 Annual Addendum
 - i. Reichert made a motion to approve the 2021 Annual Addendum to the Bridges Library System Member Library & Café Agreements. Williams seconded the motion and it carried.
 - ii. President Schmitt signed and dated the document. Secretary Rasmussen will come in to sign the document within the next couple of days.
- H. ADJOURNMENT – A motion to adjourn was made at 6:04 p.m. by Bromberger. It was seconded by Ludtke and the motion carried. The next meeting is scheduled for Thursday December 10th, 2020 at 5:00 p.m.