

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on October 8th, 2020
Via Zoom Call & In-person
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:02 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 –Bromberger made a motion to approve the September meeting minutes and Reichert seconded. The motion carried.
- D. FINANCIAL AFFAIRS
1. Ludtke motioned to approve the July bills and Plank seconded. The motion carried.
 2. Status of the budget was discussed – it is very good – YAY!
 - i. Good to hear!
- E. DIRECTOR’S REPORT
- a. Statistics
 - i. We are down 0.6% from last September – Amazing!
 - b. Monthly News
 - i. The library seems quiet but people are still coming in. Other libraries are still curbside pickup only.
 - ii. Claudia put together adult craft bags. They were gone in a couple days. She is working on more!
 - iii. Fort Atkinson went back to curbside recently. Laura discussed current protocol with staff and is comfortable with where we are at.
 - iv. Emily attended the Library Advocacy and Funding Conference virtually. Some great information from this training.
 - v. Laura attended the two day “tech days” virtually. Going forward the professional staff will take a new technology and study it. They will then train/ present to the rest of the staff. Great idea for keeping staff up to date on new technologies. Laura will start on Monday with the “Help Now” database.

- vi. Bridges purchased the “Help Now” database. This is a huge tool that offers writing tools and live tutors available from 2 p.m. – 11 p.m. along with other services.
- vii. Laura sat in with Tim and Darlene to interview three candidates for the cleaning position.
- viii. Laura has scheduled a window cleaner.
- ix. 3% of check outs from the last month were on the self-checkout. Peter and Emily posted a great video online explaining how to use the checkout station.
- x. Laura signed up for sign language program and was accepted. The program has a lot of business and Laura will look into setting up possible programing and maybe partnering with other another library.
- xi. Ryan, Peter and Laura are keeping their schedule open for election day to help out at the polls if needed.
- xii.

F. OLD BUSINESS

- a. Discuss Program Room addition
 - i. Laura presented a plan from Zimmerman Architectural Studios for the program room addition. She is waiting on an email with a quote on the cost.
 - ii. The board discussed the plan and agreed to have Laura continue pursuing the addition.

G. NEW BUSINESS

- a. Act/Approve New Year’s Eve Closing time
 - i. The board discussed the options for changing hours on New Year’s Eve to 9 a.m. – 1 p.m.
 - ii. Plank motioned to approve the updated closing time on New Year’s Eve. Bromberger seconded and the motion carried.
- b. b. Act/Approve COVID Computer Policy
 - i. The board discussed the COVID Computer Policy.
 - ii. A motion to approve the new policy was made by Bromberger and seconded by Reichert. The motion carried.

H. ADJOURNMENT – A motion to adjourn was made at 6:02 p.m. by Reichert. It was seconded by Plank and the motion carried. The next meeting is scheduled for Thursday November 12th, at 5:00 p.m.