

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on December 10th, 2020
Via Zoom Call & In-person
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:04 by President Janet Schmitt. Present were board members Janet Schmitt, 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 November meeting minutes and Williams seconded. The motion carried.

- D. FINANCIAL AFFAIRS
 - 1. Reichert motioned to approve the November bills and Bromberger seconded. The motion carried.
 - 2. Status of the budget was discussed – it looks good.

- E. DIRECTOR’S REPORT
 - a. Statistics
 - i. We are less than 20% down in circulation compared to last year. Which is pretty great considering the current pandemic. We are the fourth best within the system.

 - b. Monthly News
 - i. More people have been coming in the last few weeks. Pewaukee closed before Thanksgiving for a couple weeks. Menomonee Falls closed with only curbside until further notice. More college kids are in studying, most have been good about wearing masks.
 - ii. There was one COVID case on maintenance. Other than that staff is doing well.
 - iii. Peter and Jay have four sessions of stories with Santa booked. The session last week went well.
 - iv. Circulation staff used up bonus vacation. With the extra money Laura ordered the staff fleece jackets with our logo on them. They will be here before Christmas.

- v. Cathy and Laura spent the afternoon cleaning out the planters around the building. DPW helped clear some of them out.
- vi. Bridges did the annual Director's retreat. Introduction to google Jamboard.
- vii. Laura finished reviews and sat down with Tim Rhode for her review. She set a short-term goal; to look into LEAN or other improvement coursework.
- viii. Laura spent time with builders looking at quotes for the potential project.
- ix. We will be co-sponsoring an event for Dr. Martin Luther King Day with seven other libraries. Michael Perry is a speaker for the program.
- x. Laura sat down with Ryan Bailey and a staff member regarding time sheet issues.
- xi. Multiple libraries are shut down or curbside only. Laura is happy with current schedule and the staff are as well.
- xii. Laura briefed the board on the status of the budget regarding the possible building project. We paid off our RFID with the additional funds left over. We could purchase the furniture and AV this year from the funds. Discussed the bid for furniture and how it is compatible with current items in the library. Discussed having arms on the chairs with no wheels for accessibility.

F. OLD BUSINESS

- a. Act/Approve Program Room Addition
 - i. The board discussed the program room addition.
 - ii. Laura walked through the bid options and process providing more details on the bids.
 - 1. Three bids were similar and then the 4th company presented a different option for building material that is easier to install and much less of a disruption for construction.
 - 2. Looking for functional addition to the library not structural.
 - iii. Bromberger motioned to approve the Program Room Addition and was seconded by Ludtke. The motion carried.
 - iv. Williams moved to select option three and to include the addition to update electrical to the west wall in the bid with Kelly Construction. Reichert seconded and the motion carried.

G. NEW BUSINESS

- a. Act/Approve Furniture purchase
 - i. The board discussed the bid for furniture.
 - 1. Look into chairs with arms options, making sure the arms fit under the table and are stackable. Option to have half (12) of the chairs with arms.

- ii. Ludtke made a motion to move forward with the furniture purchase with caveat of 12 of the chairs armed with no wheels. Plank seconded and the motion carried.
- b. Act/Approve AV purchases
 - i. The board discussed the BSI quote for AV purchases.
 - 1. Laura is looking at purchasing two 75” TV screens in the most recent models.
 - ii. Bromberger moved to grant the Library Director an allotment of, not to exceed, \$2800.00 for the purchase of two 75” smart televisions for the new meeting room. Rasmussen seconded the motion. The motion carried.
- c. Act/Approve 2021 Holiday Closures
 - i. The board discussed the holiday closures.
 - ii. Reichert moved to accept the 2021 Holiday Closures schedule and Williams seconded. The motion carried.
- d. Act/Approve COVID Guidelines Policy
 - i. The board discussed the new Patron Guidelines During COVID-19.
 - ii. Williams moved to adopt the Patron Guidelines During COVID-19 policy with date change and an addition of a semi-colon. Reichert seconded and the motion carried.
- e. Approve Pay increases for Library Staff
 - i. The board discussed the new review process and pay increases for Library Staff.
 - 1. The Board asked to look at the actual numbers and then how the employee files impacted the raises.
 - ii. Reichert moved to accept pay increases with changing one increase to 0% and to include a three-month probationary re-evaluation period. Bromberger seconded and the motion carried.
- f. Rasmussen moved to move to closed session and Ludtke seconded.
 - i. Roll call vote to move to a closed session for the Director evaluation. – Consider adjourning to Closed session per WI 19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. For the purpose of staff evaluation. Following closed session, the Library Board may either adjourn or reconvene in open session if there is any action to be taken in open session other than adjournment.
 - 1. Rasmussen - yes
 - 2. Bromberger - yes
 - 3. Plank - yes
 - 4. Williams - yes
 - 5. Reichert - yes
 - 6. Ludtke - yes

7. Schmitt – yes
- g. Rechiert made a motion to come out of closed session and was seconded by Bromberger.
 - i. Roll call vote to come out of closed session.
 1. Rasmussen - yes
 2. Bromberger - yes
 3. Plank - yes
 4. Williams - yes
 5. Reichert - yes
 6. Ludtke - yes
 7. Schmitt – yes
- h. Reichert moved to increase the Library Director’s salary by 5% and Williams seconded. The motion carried.
 - i. The board discussed and summarized the board review for Laura.

ADJOURNMENT – A motion to adjourn was made at 7:40 p.m. by Bromberger. It was seconded by Reichert and the motion carried. The next meeting is scheduled for Thursday, January 14th, 2021 at 5:00 p.m.