

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on January 14th, 2021
Via Zoom Call & In-person
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:04p.m. 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 December meeting minutes and Reichert seconded. The motion carried.

- D. FINANCIAL AFFAIRS
 - 1. Bromberger motioned to approve the December bills. Reichert seconded and the motion carried.
 - 2. Status of the budget was discussed.
 - i. We had additional funds left over that will go towards other departments.

- E. DIRECTOR’S REPORT
 - a. Statistics
 - i. Laura will update format of the statistics form.
 - b. Monthly News
 - i. We ended with an 18% decrease and it feels like a win, sad to say. We were 4th out of the libraries in the system.
 - ii. There have been a couple issues with our new mask policy. Laura is handling those issues very well and continues to explain that we have the curbside pick-up option available.
 - iii. We received a donation from a patron in the amount of \$3000.00, the amount the library has saved her this year (listed at the bottom of check out receipts). We shared this on social media and so did Bridges. In 2020 we saved our patrons 2.7 million dollars!
 - iv. Things are moving forward on the new space. Furniture is coming early March and the project starts mid-March. All the 600’s have moved upstairs. Still shifting some other books.
 - v. A part-time staff member is out for a month on medical leave.
 - vi. Kids craft bags have had 999 check outs this year!
 - vii. Another library had to close for a week due to staffing issues from COVID exposure. Laura touched base with staff on how we were set up. She feels confident in how we are set up to be able to keep open.

- viii. FFCRA has expired. Laura was told it was still ok to offer part-time staff the ability to make up time missed and to encourage them to stay home when feeling sick.
- ix. This month's Tech Talk was Claudia who demonstrated Consumer Reports.
- x. Things are good to go with the Michael Perry speaking event in March. We are partnered with 7 other libraries for the event. We have a joint program on Monday for MLK day as well.
- xi. Eagle and Elkhorn teamed up for a program about someone that has hiked 1,000 miles on the ice age trail. They asked if we wanted to join the program since we are located on the ice age trail.
- xii. Peter and Laura are starting to talk about this summer's reading program. They are thinking about having most of the programs in the park's pavilion.
- xiii. The Men's bathroom flooded with an inch of water. DPW was great and helpful in getting the issue resolved, as well as Ryan.
- xiv. There is a statute in place that limits funding increases/ decreases greater than 5%. Not sure how this will pan out due to this past year.

F. OLD BUSINESS

G. NEW BUSINESS

- a. Discuss Fund 205 annual financial report
 - i. Board looked through the year expenses within the 205 account.
 - 1. Discussed the creation of a donation form – to designate where the donor wants the funds to go. Post the form on the website and make it accessible. Also, would like to have more visibility when these funds are used.
- b. Act/Approve flooring for the multipurpose room
 - i. The board discussed the flooring options for the multipurpose room project due to screws in the current flooring. Looking at replacing with new carpet tiles.
 - ii. A motion was made by Bromberger to approve the carpet tiles and give Laura the board's approval to decide going forward. Plank seconded and the motion carried.

ADJOURNMENT – A motion to adjourn was made at 5:55 p.m by Reichert. It was seconded by Bromberger and the motion carried. The next meeting is scheduled for Thursday, February 11th, 2021 at 5:00 p.m.