

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on April 15th, 2021
In person and via Zoom
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:06 p.m. by President Janet Schmitt. Present were board members Janet Schmitt, Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Brianna Rasmussen and Library Director Laura Gest. Robyn Ludtke was absent.

- B. PUBLIC COMMENT – there was none.

- C. MINUTES – Bromberger motioned to approve the March minutes with the updated names and Plank seconded. The motion carried.

- D. FINANCIAL AFFAIRS
 - 1. Plank made a motion to approve the March bills and was seconded by Rasmussen. The motion carried.
 - 2. Status of the budget was discussed.

- E. DIRECTOR’S REPORT
 - a. Statistics – numbers are up!
 - i. Laura is comparing numbers from this year to 2019 and we were up 7% from 2019.
 - b. Monthly News
 - i. Melanie said there will be more federal grant money coming this year. It will be like the CARES fund where the money needs to be used for technology that is not involved with the internet.
 - ii. App is out! Café app has been released with minor bug issues and it is great!
 - iii. For our full staff meeting Officer Mueller came over and talked through de-escalating situations. It was a great meeting.
 - iv. One of our maintenance staff had a significant injury while working at the library on March 19th. He is at home recovering and it will take a while. Anxiously awaiting his return.
 - v. Laura sat down and did a check in with the Librarians and full-time staff. They touched base on status of goals, some of which did not get done due to Covid.
 - vi. Next week Laura has all interviews scheduled for the adult services and the circulation clerk positions. Peter will sit in on adult services interviews and Ryan will sit in on Circulation Clerk interviews.
 - vii. The extra shelving has been sold. Peter and Ryan were a huge help getting it loaded in.

- viii. Emily was able to change the calendar, so it is not connected to the village. This allows for being able to see when meeting room is available.
- ix. Peter helped Laura with editing the meeting room policy.
- x. Outdoor story time starts in May. The Library will not be participating in Hartland Kids Day.
- xi. The police department were in the new program room for training last week. The Village Board meeting will be in the new room in May as well.
- xii. There was no drama while Laura was on vacation.
- xiii. A couple library directors came in to discuss the process for setting up the RFID system as they are interested in RFID for their libraries.
- xiv. Laura received a call from Village President Jeff Pfannerstill today (4/15/21) stating he thanks Janet for her years of service, and he will be approving a new member for the library board at the next Village board meeting. Her term is up in April.
 - 1. The next Village board meeting is April 26th.
- xv. Laura gave an update on the Dr. Seuss books. Peter currently has them in the back space for now.
- xvi. The board requested Laura to look into removing the door entry scanners.

F. OLD BUSINESS

G. NEW BUSINESS

- a. Approve Revised 2020 Annual Report
 - i. Laura made an error on the Annual Report and has revised to correct the numbers.
 - ii. Reichert moves to approve the changes to the 2020 Annual Report. Bromberger seconded and the motion carried.
- b. Act/Approve Meeting Room Policy
 - i. The board discussed the meeting policy and suggested updates.
 - ii. Plank moved to accept the Meeting Room Policy as revised on 4/15/2021 and Bromberger seconded. The motion carried.
- c. Approve Name for New Multipurpose Room
 - i. The board discussed the name options for the rooms.
 - ii. The board decided to wait for further options and Laura will update at the next meeting.

ADJOURNMENT – A motion to adjourn was made at 6:22 p.m by Plank. It was seconded by Reichert and the motion carried. The next meeting is scheduled for Thursday, May 13th, 2021 at 5:00 p.m.