

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on March 11th, 2021
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:02 p.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. We had one public attendee.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES –Reichert made a motion to approve the February meeting minutes with the two corrections and was seconded by Ludtke. The motion carried.
- D. FINANCIAL AFFAIRS
1. Ludkte motioned to approve the February bills. Williams seconded and the motion carried.
 2. Status of the budget was discussed.
- E. DIRECTOR’S REPORT
- a. Statistics
 - i. Circulation was down in February. Possibly due to cold weather and snow. Laura feels there has been an increase lately.
 - b. Monthly News
 - i. Laura has loads of people on staff who are getting vaccinated.
 - ii. Claudia taught DPW a basic computer class and then the next week Laura taught the DPW basic excel class. They were done face to face.
 - iii. The CARES grant through Bridges from last year needed to be spent on technology but not internet. We purchased a new speaker, surround sound, webcam, and a green screen to use for virtual programming.
 - iv. Laura submitted the proposal for the Improvement and Innovation grant for Bridges. We will be competing with seven other libraries.
 - v. Bethany has resigned from the library. Mary is covering her hours currently.
 - vi. The new door counter has been installed!
 - vii. Cross County reimbursements are due. Numbers are close to last year but the county funding Laura is concerned about. Carol will speak with Laura more on it next month. There is a rule that it will not go up or down more than 5%.
 - viii. The Police department has listed our old shelving on the state’s surplus site. Included in the surplus sale are 18 short double-sided

three-foot chunks and six three-foot wall sections; about half of the shelving that was moved due to the updates.

- ix. The carpet underneath was squished but not bad. Laura is looking into possibly getting the carpet professional cleaned.
- x. DPW painted this week and the furniture was delivered on Monday. Carpet is getting installed next week. Village Board meetings will likely be held in the new room once construction starts. Great opportunity for the public to see the update to that new room!
- xi. The Dr. Seuss books were recently in the news. We currently have one of the books returned and two are still out.
 - 1. The board discussed options.
 - a. Pulling them out of the children's section and looking at putting in an adult section, but not getting rid of completely. Include a notation on the inside cover – that we removed but keep for future lesson or needs.
 - 2. Uncirculated section so that they are not available for check out.
- xii. Laura plans on filling the second part time reference Librarian position in April/ May. She asked Emily what tasks she could pass along and use help with.
- xiii. Laura discussed the staff meeting agenda for the upcoming staff in-service day.
- xiv. Peter has gotten approval to visit classrooms again after his second vaccine!

F. OLD BUSINESS

- a. Online Donation Form
 - i. Laura re-did the online donation form.
 - ii. After review, decided to stick with the original form.
- b. Legal approval on Policies
 - i. Code of conduct is good and passed legal.

G. NEW BUSINESS

- a. Approve change of next meeting date to April 15th, 2021
 - i. The board discussed and agreed to move the next meeting to April 15th, 2021.
- b. Act/Approve removal of Covid Guidelines Policy
 - i. Staff is comfortable with removal of the Covid Guidelines Policy.
 - ii. A motion was made by Plank to approve removing Covid Guidelines policy and was seconded by Ludtke. The motion carried.
- c. Act/Approve New Library Hours
 - i. Laura thinks it's time to go back to pre-covid hours. Hours would be 9 a.m.-8 p.m. Monday – Thursday. Friday would stay with 9 a.m. –

- 5 p.m. Saturday is currently 9 a.m. – 2 p.m. and Laura thinks we should stick with this until Memorial Day and our Saturday summer hours start (9 a.m. – 12 p.m.).
- ii. The board discussed the current hours and switching back to the normal library hours.
 - iii. Reichert moved to approve new library hours (Monday – Thursday 9 a.m. – 8 p.m./ Friday 9 a.m. – 5 p.m./ Saturday 9 a.m. – 2 p.m.- Summer Saturdays 9 a.m. – 12 p.m.) starting on April 12th, 2021. Bromberger seconded and the motion carried.
- d. Act/Approve Library Closure March 15th at 12 p.m for staff in-service
- i. The board discussed.
 - 1. The board would like to note for future staff closure dates to flip flop time of day for patron impact. Or consider the possibility to reopen in the evening.
 - ii. Plank motioned to approve the library closure at 12 p.m. for staff in-service on March 15th and Ludtke seconded. The motion carried.
- e. Act/Approve Meeting Room Policy
- i. The library discussed the Meeting Room Policy
 - 1. Discussed the room use requirements and potential fee charges.
 - ii. Laura will work through the revisions and bring back to the next meeting.
 - iii. The board also requested to revisit again in the fall to see how it is going and what the feedback is on it.
- f. Act/Approve Allowable Costs of 2022
- i. Laura presented and walked through the allowable cost worksheet.
 - ii. Reichert moved to approve the allowable cost worksheet for the Waukesha County Libraries – In Bridges Library System and Plank seconded. Ludtke abstained. The motion carried.

ADJOURNMENT – A motion to adjourn was made at 6:24 p.m by Reichert. It was seconded by Williams and the motion carried. The next meeting is scheduled for Thursday, April 15th, 2021 at 5:00 p.m.