

Minutes of the Hartland Public Library

Board of Trustees

Regular meeting on May 13th, 2021

Submitted by Brianna Rasmussen

- I. A CALL TO ORDER was made at 5:00 p.m. by Vice President Jay Williams. Present were board members Dr. Dawn Nelson, Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke, Brianna Rasmussen and Library Director Laura Gest. Village President Jeff Pfannerstill was present.
- II. PUBLIC COMMENT
 - a. Village President Jeff Pfannerstill of 140 E. Capitol Drive discussed the transition of Trustees on the Hartland Library Board.
 - i. The Village has appointed Dr. Dawn Nelson and Pfannerstill hopes the board welcomes Dr. Nelson with open arms.
 - ii. He commends the work that the library board does/has done and thinks it is fantastic. This was not a slight on the board and he believes it will make the board more fluid and open. President Pfannerstill understands if any are upset with the decision but wants the board to know the decision is not to slight anyone. It is what he thinks is right for the future and in the best interest of the board. He enjoyed being on the board and believes the library is a fundamental institution for a village or city. This decision was not made to be political, and he will be reaching out to thank the previous president for her outstanding service.
 - b. Pfannerstill offered to take any questions that members of the board may have.
 - i. Plank spoke about the way the decision was approached and how it put a negative light on the board that extended to rumors within the community. She would like to have been given a better chance to thank the previous President, Janet Schmitt, and work through the transition. The board would have preferred more thought on communicating a time frame for the transition.
 1. President Pfannerstill mentioned he called the previous President ahead of time to discuss and he saw it as the term was ending so it was time to reappoint. He had offered to create the ambience and celebrate but at the time of the last meeting there was still research/ questions into if it was legal or not. He stated the time was spent arguing instead of focusing on the transition.
 2. Plank asked if in the future the board could have at least one month notice for reappointment to allow for transition.
 3. President Pfannerstill stated they will try to make the decision earlier and let the board know earlier as well. Cohesiveness of the board is important. He wants to make

sure the board is always prepared for transition as it can happen anytime.

4. Prior to leaving President Pfannerstill apologized for “his inappropriate verbiage and wording” and not referring to the board members as Trustees.

- c. The Board of Trustees gave individual introductions and welcomed the new Trustee, Dr. Nelson, to the board!

III. MINUTES – Reichert motioned to approve the April minutes with the corrected spelling error and Plank seconded. Lutdkke abstained. The motion carried.

IV. FINANCIAL AFFAIRS

- a. A motion to approve the April bills was made by Lutdkke noting the questions that need answers and was seconded by Bromberger. The motion carried.
 - i. The board discussed the Schindler item that was an annual check in appointment. No issues with the elevator but seems a large amount billed.
 1. Laura will check the contract to review and touch base.
 2. Lutdkke will check with the Village to look into the contract as well.
 - ii. The board discussed that We Energies had two payments this last month. Both payments were substantial amounts. Laura was not sure why and she will look into it to bring to the next meeting.
 - iii. Plank asked about ordering and shipping relationships. Laura is sure we do not pay shipping. Items are ordered and then they ship when available. Laura will check and confirm if shipping is charged or not.
- b. Status of the budget was discussed.

V. DIRECTOR'S REPORT

- a. Statistics
 - i. Children's programs are finally up as Peter is able to once again visit schools. Peter has started his fresh air stories on the park and his numbers are at 20 to 25, which is great!
 - ii. In April our circulation numbers were a smidge down but overall we are up for the year!
 - iii. The board discussed the Wifi and how we track the number of people that connect to it.
- b. Monthly News
 - i. Laura has officially hired three new people!
 1. Andy is our new part time Adult Services Librarian. He has great programing experience and is currently enrolled to get his MLIS at UW- Milwaukee. Started yesterday!

2. Mackenzie is new a new Circulation Clerk. She previously worked at Waukesha Public Library and Carroll College Library. Started this week.
 3. Brianna, the other new Circulation Clerk, has previous library experience.
- ii. Laura sat down with Dr. Nelson for initial orientation and is happy to have her join the board!
 - iii. Peter is back visiting schools, and he is delighted to be there! For one of the classes, he was in person yet the students were expecting him virtually and they were so excited he was in person! They were cheering and just so thrilled to have him back.
 1. Plank mentioned she has received approval and asked if all six kindergarten classes could come visit the library in person the week after Memorial Day!
 - iv. The Zion School Kindergarten and 1st grade teacher called and would like Peter to come visit them at the school.
 - v. Melanie has been sending charts to show new library card sign ups and in September our numbers are huge all thanks to the relationship with the schools.
 - vi. Andy started yesterday and Laura has already mentioned summer reading starting soon!
 - vii. Scott from Ontech will be in to set up a computer device to connect to the TVs in the new meeting room space. The HDMI has to connect the two TV's. These TVs are connected to network and not the servers.
 - viii. Laura checked in with staff on how they felt with the current masks and COVID messaging a couple weeks ago. Laura sent out a private survey more recently about the status of wearing masks. Too soon to make a call with the CDC's new ruling.
 - ix. Adele, the director from Sussex, stopped by to discuss tagging their entire collection for RFID. Third library in the last few months to reach out.
 - x. Our maintenance person is back, and we are so happy to have him back.
 - xi. Last week was the virtual Wisconsin Public Library Conference. Laura said the land acknowledgement presentation provided some great information.
 - xii. Amy Reichert's, our local author, event was great and greatly enjoyed.
 - xiii. Laura has added a note to discuss next February terms and touch base on where that is.
 - xiv. Mary has left to pursue full time employment at Pewaukee Library.

VI. OLD BUSINESS

VII. NEW BUSINESS

- a. Consideration of Accepting Letter of Resignation (Rasmussen)
 - i. Ludtke motioned to accept the letter of resignation for Rasmussen effective at the end of the day May 13th and Reichert seconded. Rasmussen abstained. The motion carried.
 - 1. Laura shared that Karol Kennedy reached out with next steps to fill the open county appointed position.
 - 2. The board discussed options for filling the position.
 - 3. Laura would like the board to think of potential Trustees to ask and have them submit a brief resume and bio if interested.
- b. Library Board Officer Elections
 - i. President
 - 1. Ludtke nominated Bromberger for the roll of President and Reichert seconded the nomination.
 - 2. Reichert motioned to accept Bromberger as Library Board President and was seconded by Ludtke. The motion carried.
 - ii. Vice President
 - 1. Reichert moved to have Williams retain his role as Vice-President and Plank seconded. The motion carried.
 - iii. Laura discussed setting up term limits for the Library Board Officer rolls.
 - iv. Secretary
 - 1. Reichert nominated Dr. Nelson for the role of Secretary as it is a good way to get familiar with the board.
 - 2. The board discussed the roll and requirements.
 - 3. The board likes the idea of having a term of six months for the roll of Secretary and will discuss further at the next meeting.
- c. Approve Waukesha County Library Standards Certification
 - i. The board reviewed the document provided by Karol and discussed.
 - ii. Williams motioned to approve the Waukesha County Library Standards Certification and Ludtke seconded. The motion carried.
 - 1. President Bromberger signed the document and Director Laura Gest did as well.
- d. Approve Name for New Multipurpose Room
 - i. Laura presented two options for the name of the new meeting room and the board discussed.

1. Shabaquanake (pronounced Ja BOW qua knock), the name given to this area by the Potawatomi Indians that means “growing or meeting place”.
 2. Cottonwood, the main road near where the library and the new meeting room is located.
 - ii. Ludtke moved to approve the new meeting room name of Shabaquanake and Williams seconded. Dr. Nelson abstains. The motion carried.
- VIII. ADJOURNMENT – A motion to adjourn was made at 6:51 pm by Ludtke and it was seconded by Reichert. The motion carried. The next meeting is scheduled for Thursday, June 10th, 2021 at 5:00 p.m.