

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on 7/8/21
Submitted by Michele Plank

- I. A CALL TO ORDER was made at 5:00 pm by President Lee Bromberger. Present were Trustees Dawn Nelson, Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke, and Library Director Laura Gest. Shannon Meeusen attended as a member of the public.
- II. PUBLIC COMMENT – none
- III. MINUTES – Reichert motioned to approve the June 10, 2021 minutes and Williams seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the June 2021 bills was made by Ludtke and seconded by Reichert. The motion carried.
 - i. Bromberger mentioned the programming expenditures are related to summer programming prizes
 - ii. Roof expenditure was clarified
 - iii. Outside Services “State of Wisconsin” payment is for internet 2x per year
 - b. Status of the budget was discussed.
- V. DIRECTOR’S REPORT
 - a. Statistics
 - b. Monthly News
 - i. New Library Board Member - 2 names submitted to county executive board, will be approved at their July meeting
 - ii. Roof - budget \$100,00 for future roof repair in 2026
 - iii. Staff resignation - Claudia leaving after 15 years for new position
 - iv. Mask mirroring - declining, no complaints
 - v. Meeting Room Reservation Software -
 1. 2 options, \$900@, options were discussed,
 2. Microsoft Bookings is being used by Bridges.
 3. Nelson inquired about asking the Friends for funds
 - vi. Floor gates -
 - vii. Village Employee Handbook Updates - New social media policy added
 - viii. June APL Meeting - Bridges Library System Directors
 1. Additional \$9,000 this year
 - ix. WLA Annual Meeting -
 1. Laura joined planning committee, Emily + Andy will attend
 2. Peter is on the Newberry selection committee. Funds from 2021/22 will be used to pay for his flight and accommodations in January 2022 in San Antonio. Ludtke requested a write up in *Hartland Happenings*
 - x. Act 150 Committee - Ludtke + Director Gest are appointees

- xi. Patron Issue - inappropriate materials, police were involved, patron is banned from library for 5 years + received citation.
- xii. Village Board Meetings - will be held at library starting Monday, July 12th during construction
- xiii. Director Gest held quarterly check-ins w/full time staff
- xiv. Trustee Training August 23-27th , noon to 1:00

VI. OLD BUSINESS

- a. Discussion/Action- Consideration of the meeting room name. Plank motioned to name the new meeting room *The Ice Age Trail Room*, Reichert seconded.
 - i. Discussion around artwork, art show with Hartland-Lakeside students
 - ii. Ludtke will make announcement about meeting room name at Village Board meeting
 - iii. Plans for dedication ceremony will be discussed at future meeting
- b. Ludtke shared copies of *Robert's Rules of Order* with each trustee

VII. NEW BUSINESS

- a. Discussion/Action - Remove security gates.
 - i. Floor would need to be repaired if they are removed
 - ii. Gest will price out options for tile patching
- b. Discussion/Action - Consideration of Library Logo redesign.
 - i. Village + BID are both looking at rebranding.
 - ii. Library will move forward when village decisions are made

- VIII. ADJOURNMENT – A motion to adjourn was made at 6:18 by Ludtke and it was seconded by Nelson. The motion carried. The next meeting is scheduled for Thursday, August 12, 2021 at 5:00 pm.