

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Aug 19, 2021
Submitted by Michele Plank

- I. A CALL TO ORDER was made at 6:05 by President Lee Bromberger. Present were Trustees Dawn Nelson, Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank and Library Director Laura Gest. Robyn Ludtke was absent. There were no public attendees.
- II. PUBLIC COMMENT – none
- III. MINUTES – Williams motioned to approve the July board meeting minutes and Reichert seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the July bills was made by Reichert and seconded by Plank. The motion carried
 - i. Zoo pass was purchased for coming 12 month period
 - ii. WE Energies: one charge is for gas and one for electric
 - b. Status of the budget
 - i. Replacing 5 year old server by end of year 2021
 - ii. Books/audio ordered intermittently and not always at the same pace
- V. DIRECTOR’S REPORT
 - a. Statistics
 - i. Pretty close to normal circulation, but down somewhat
 - b. Monthly News
 - i. 659 people participated in summer reading, went well
 - ii. Hartland Kids Day + National Night Out well attended
 - iii. Interviews held for adult services position + circulation desk
 - iv. BID: signage grant available for half the cost of new logo, village is not pursuing new logo at this time
 - v. Gates were removed and tile replaced at front entry
 - vi. Book sale: Sept 7-11 in program room, \$5 per bag, Modern Woodmen matching grant
 - vii. Andy is working on Senior Outreach, has 2 of 3 up and running
 - viii. New board member will be filled next week at county executive meeting
 - ix. Monster Bash: Oct 16, 2 hours, craft, games, snacks, family activities, outdoor movie at Nixon Park in conjunction with Park + Rec dept.
- VI. OLD BUSINESS
 - a. Bylaws discussion: will be added to agenda in coming months
 - b. Sept/October: evaluation survey, input will be compiled by Williams + discussed
- VII. NEW BUSINESS

- a. Act/Approve Full-time Librarian Position: Reichert moves to remove 2 PT positions to 1 FT reference desk position. Williams 2nd. All in favor.
 - i. Change 2 PT positions to 1 FT position at reference desk
 - 1. this will help maintain quality staff in the long term
 - 2. 2 evenings per week + 1 Saturday a month
 - 3. \$1800 savings in salaries + benefits

- b. Act/Approve 2022 Library Budget: Reichert moves to approve the 2022 budget and Williams
 - i. Village Budget Hearing Thursday, September 16th
 - ii. Additional revenues
 - 1. HPL benefited from being open more during COVID
 - iii. Charges
 - 1. CAFE charges increased somewhat

VIII. ADJOURNMENT – A motion to adjourn was made at 6:52 by Plank and it was seconded by Reichert. The motion carried. The next meeting is scheduled for September 9, 2021 at 5:00 pm.