

Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on Thursday, September 9th  
Submitted by Michele Plank

I. A CALL TO ORDER was made at 5:03 pm by (President Lee Bromberger). Present were Trustees Dawn Nelson, Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke, Kim Khoury and Library Director Laura Gest. There were no public attendees.

II. PUBLIC COMMENT – None

III. MINUTES – Reichert motioned to approve the August minutes and Williams seconded. Ludtke abstained. The motion carried.

IV. FINANCIAL AFFAIRS

- a. A motion to approve the August budget was made by Reichert and seconded by Ludtke to update the Salary line to 46.6%. The motion carried.
- b. Clarification on Janitorial services at 0.0% is because that is a legacy line item in Quickbooks.

Status of the bills. Williams made a motion to approve. Reichert seconded. The motion carried.

i. Inquiries

- 1. Ricoh buyout of lease for larger sum of \$309

V. DIRECTOR'S REPORT

a. Statistics

i. Door counter moved to be on the door frame

b. Monthly News

. Trustee training week

i. Andy has accepted new full-time position

ii. AC repaired in addition -possibly under warranty

iii. Peter is moving around end caps

iv. Monster Bash Oct 16 with Park + Rec recv'd final approval from board on Sept 7th

v. Movies in the park 2 more in September + 2 in October

vi. Rebranding/Logo quote from Ocreative. Laura will get 2 more quotes to bring to Oct. meeting

vii. Book Sale continuing this week - donations will be made with remaining books

viii. Andy's Senior Living visits have been a success

- ix.Emily has a few more Sundays at the Farmer's Market
- x.New page has been hired
- xi.Laura met with new board member, Kim Khoury, to go over initial Trustee orientation
- xii.Library budget will be presented to Village Board on Sept 15th. Laura will present
- xiii.Full Staff meeting will be held Sept 30 from 7-9 am
- xiv.Gest attended WLA planning meeting in Green Bay
- xv.Nelson inquired about WLS committee and Ludtke clarified the board purpose + direction
- xvi.Nelson inquired about including more detailed information on agenda and what the plan is to update policies

## VI. OLD BUSINESS

- a. Discuss Hartland Public Library Bylaws
  - i.Trustee training is put out by DPI. One will be put on the agenda to go over
  - ii.How should we proceed? Ludtke proposed that we review as a board
  - iii.Gest + Ludtke clarified the purpose is to review, discuss and consider an update
  - iv.Proposed to have a committee to review, discuss + propose updates to bring back to the full board for a vote
  - v.Reichert makes a motion to create a committee to review the bylaws and bring back to the trustees as a whole. Seconded by Williams. Motion approved.
  - vi.Bromberger appoints Reichert, Ludtke, and Khoury to serve on the bylaw committee with Gest present.
  - vii.Reichert makes a motion to approve the ad hoc committee for the appointments. Williams seconded the motion.

## VII. NEW BUSINESS

- a. Discuss Director's Evaluation
  - i.Williams presented the evaluation and the procedure for returning completed form
  - ii.Completed forms should be returned to Williams by October 7th via email, postal service or sealed in an envelope addressed to Williams at the HPL front desk.
  - iii.Nelson requested documents to help complete the evaluation process. Gest will provide job description, short + long term goals and the strategic plan. ■
  - iv.Ludtke clarified that in addition village employees also participate in an evaluation process with the village administrator.
  - v.Bromberger will clarify with the acting village administrator the evaluation process for the coming year and request any documentation that the Trustees may need to complete the evaluation.

- VIII. ADJOURNMENT – A motion to adjourn was made at 6:24 by Reichert and it was seconded by Nelson. The motion carried. The next meeting is scheduled for Thursday, October 14, 2021 and 5:00 pm .