

Minutes of the Hartland Public Library

Board of Trustees

Regular meeting on October 14, 2021

Submitted by Michele Plank, Secretary

- I. A CALL TO ORDER was made at 5:02 by President Lee Bromberger. Present were Trustees Dawn Nelson, Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke, and Library Director Laura Gest. Trustee Kim Khoury was absent. No public attendees.
- II. PUBLIC COMMENT – none
- III. MINUTES – Reichert motioned to approve the September minutes and Ludtke seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the September bills was made by Williams and seconded by Reichert. The motion carried
 - i. Kiwanis Lite dues paid under staff education (Laura)
 - ii. Demco high? Yes, end of year supply replenishing
 - b. Status of the budget
 - i. Laura touched base with staff on book ordering
 - ii. Is E-Reading decreasing? trends indicate it is staying steady
 - iii. Any concerns in rounding out 2021? None
- V. DIRECTOR'S REPORT
 - a. Statistics: Consistent with previous Septembers
 - b. Issues
 - i. Meeting Room Usage - safety issue, specifically language
 1. Very loud, inappropriate language, hate speech, disrespectful to staff
 2. Staff safety and lack of respect to patrons
 - c. Outreach
 - i. Movies in the park
 - ii. Monster Bash October 16th, Nixon Park, 5:00 -8:30 pm
 1. Cosponsored with Park + Rec dept.
 2. Peter, Laura, Emily + Brianna will attend
 3. Pat Endter providing popcorn, popper, soda + will be open to sell brats, etc
 - iii. Kindergarteners have cards!
 - d. Staff Updates
 - i. Full staff meeting 9/30/21
 1. Guest speaker: Lee Bromberger
 2. Handling Upset Patrons
 3. Full time staff check-ins: goals
 4. Storytimes: outdoor wrapping up, indoor with registration, increase number of options + smaller groups

5. Emily and Andy attending October Memory Cafe and will host November Memory Cafe in person
- e. Buildings + Grounds
 - i. Replaced flowers in boxes
 - ii. Story Walk replaced + pricing options for replacement mats
 1. Discussed water issue
 2. Copyright rules + technology for printing more water and fade resistant
- f. Miscellaneous
 - i. Friends of the Library September Book sale reported \$825. In addition received a grant for \$2500 from Modern Woodmen. The Friends handle their own funds.
 - ii. Act 150 Committee: discussing standards and may be updating, including e-circ into totals, smaller collection sizes, less computers required
 - iii. Bylaws subcommittee:
 - iv. WLA Annual Conference (Green Bay, November): Laura, Emily and Andy attending; organizing/staffing 13 author signings
 - v. Bridges Directors Meeting: ARPA funds; discussed grant proposal ideas, minimum \$50,000
 - vi. December 11, 2022 - 125th anniversary of the library
- g. Trustee Essentials #1: The Trustee Job Description
 - i. Discussion of key points #3 Developing Library Policies, #6 Survey the needs and interests of the community
 - ii. Forwarding document to School District Superintendent (Plank), Village President (Ludtke) and other key officials

VI. OLD BUSINESS

- a. Discuss/Revise Hartland Library Bylaws
 - i. Reviewed by committee: Trustees Ludtke, Reichert, Khoury and Director Gest
 - ii. Ludtke shared updates/changes made to the Bylaws
 - iii. Ludtke request extension on voting on the Bylaws until November 2021
 - iv. President acknowledged the committee work

VII. NEW BUSINESS

- a. Act/Approve 2022 Holiday Closures
 - i. Bromberger requests a motion to approve 2022 Holiday closures. Williams seconded. The motion carried.
- b. Act/Approve Logo Redesign Motion made Plank seconded by Williams to table the discussion of the Logo Redesign until the November 2021 board meeting.
- c. Discuss/Revise Meeting Room Policy: Motion made by Williams seconded by Nelson to table the discussion/revision of the Meeting Room Policy to the November 2021 board meeting.
- d. Discuss/Revise Code of Conduct Policy: Motion made by Williams seconded by Nelson to table the discussion/revision of the Code of Conduct Policy to the November 2021 board meeting.
- e. Director Evaluation: Motion made by Reichert seconded by Williams to table the discussion of the Director Evaluation until the November 2021 board meeting.

VIII. ADJOURNMENT – A motion to adjourn was made at 7:40 by Ludtke and it was seconded by Nelson. The motion carried. The next meeting is scheduled for Thursday, November 11, 2021 at 5:00 pm in the Bark River Room in the Hartland Public Library.