

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, December 9, 2021
Submitted by Michele L. Plank, Secretary

- I. A CALL TO ORDER was made at 5:12 pm by Vice President Jay Williams. Present were Trustees Amy Reichert (virtual), Michele Plank, Robyn Ludtke, Kim Khoury and Library Director Laura Gest. President Lee Bromberger arrived at 5:18 pm. Trustee Dawn Nelson was absent. No public attendees were present.
- II. PUBLIC COMMENT – none
- III. MINUTES – Ludtke motioned to approve the November minutes and Khoury seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the November bills was made by Ludtke and seconded by Khoury. The motion carried
 - i. Inquiries-clarified programming amounts/supplies
 - b. Status of the budget
 - i. Inquiries - shared updated budget through December 9
- V. DIRECTOR'S REPORT
 - a. Statistics - down 1.8% YTD, system is down 14%
 - b. Outreach-125th Anniversary plans update
 - c. Staff Updates
 - i. Andy: electronic survey/suggestion box
 - ii. Emily: branding guide
 - iii. Cathy: *Lunch Ladies* cart for food type programs; connect to local chefs, possibly hold classes at Village Community Room (stove + fridge available)
 1. Cart for presenting along with induction burners, cookware and materials
 2. Bromberger asked for more details in the future
 - d. Buildings + Grounds
 - i. new book drop will be retrofitted by DPW
 - ii. new book carts
 - iii. Carpet cleaning scheduled
 - e. Miscellaneous
 - i. Pizza lunch provided by patron
 - ii. Friends of the Library meeting December 16 - new officers
 - iii. Act 150 final draft will be approved in January, sent to the County Board and then back to each board for approval
 - f. Trustee Essentials #4
 - i. Create an Annual Library Board Calendar
- VI. OLD BUSINESS
 - a. Act/Approve Hartland Public Library Code of Conduct - approved by unanimous vote
 - b. Act/Approve Meeting Room Policy - approved in unanimous vote

VII. NEW BUSINESS

- a. Act/Approve Server Quote. Williams moved to approve the quote Reichert seconded. Ludtke abstained. All in favor. Motion passes.
- b. Act/Approve new logo design. Plank moved to approve the new logo design. Ludtke seconded. All in favor. Motion passes.
- c. Act/Approve Closing early December 18th for carpet cleaning. Williams moved to approve closing early Saturday, December 18th. Ludtke seconded. Motion passes.
- d. Act/Adopt the proposed pay increases as set by the Village of Hartland. Ludtke moved to approve the pay increases. Williams seconded. Reichert abstained. The motion passes.

VIII. ADJOURNMENT – A motion to adjourn was made at 6:45 by Plank and it was seconded by Williams. The motion carried. The next meeting is scheduled for Thursday, January 13, 2021 at 5:00 pm in the Ice Age Trail Room in the Hartland Public Library.