

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, January 13, 2022
Submitted by Michele L. Plank, Secretary

- I. A CALL TO ORDER was made at 5:01 by President Lee Bromberger. Present were Trustees Dawn Nelson, Amy Reichert (virtual), Jay Williams (virtual), Lee Bromberger, Michele Plank, Kim Khoury and Library Director Laura Gest. Trustee Robyn Ludtke was absent. No public attendees were present.

- II. PUBLIC COMMENT – none

- III. MINUTES – Khoury motioned to approve the December 2021 minutes and Reichert seconded. The motion carried.

- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the December 2021 bills was made by Khoury and seconded by Williams. The motion carried
 - b. Status of the budget
 - i. Inquiries
 - 1. Clarification on updated budget
 - 2. Clarification on Corporate Reserve expenditures and Salaries

- V. DIRECTOR’S REPORT
 - a. Statistics
 - i. Donations will be indicated by month/YTD on monthly report
 - b. Outreach
 - i. Andy will resume outreach to Heritage Senior Living
 - c. Staff Updates
 - i. Andy will be conducting survey as part of course work
 - ii. Peter currently participating in Newbery selection committee remotely
 - iii. Continuing education for directors 100 hours every 5 years.
 - d. Buildings + Grounds
 - i. Moran bench donation considered for front of library
 - ii. Discussion about possibility of adding handicap ramp to front of building
 - iii. south parking lot will be repaved and curb cut for handicap ramp
 - iv. Fire door repair needed on east side of building
 - e. Miscellaneous
 - i. Patron donation of funds saved by using the library
 - ii. Friends of the Library has new officers will attend February meeting
 - f. Trustee Essentials #7
 - i. The Library Board and Library Personnel

- VI. OLD BUSINESS

- VII. NEW BUSINESS
 - a. Director’s Goals for 2022

- i. Complete Salary Survey before May and address salary changes in 2023 budget
- ii. Maintain donations, market purchases + recognition
- iii. Rebuild and establish Friends of the Library group
 - 1. Quarterly meetings
 - 2. support for 125th anniversary promotion
- iv. Outreach to schools and local organizations
- b. 2021 205 Account Report
 - i. Donations and grants run through this account
 - ii. Separate audited account
 - iii. Library board has full control of funds
 - iv. Funds roll over

VIII. ADJOURNMENT – A motion to adjourn was made at 6:21 by Khoury and it was seconded by Nelson. The motion carried. The next meeting is scheduled for Thursday, February 10th at 5:00 pm in The Ice Age Trail Room at the Hartland Public Library.