

Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on Thursday, February 9, 2022  
Submitted by Michele L. Plank, Secretary

- I. A CALL TO ORDER was made at 5:00 pm by President Lee Bromberger. Present were Trustees Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke (virtual), and Library Director Laura Gest. Dawn Nelson arrived at 5:04. Kim Khoury arrived at 5:10 (virtual). There were no public attendees.
- II. PUBLIC COMMENT –
- III. MINUTES – Reichert motioned to approve the January 2022 minutes and Plank seconded. Ludtke abstained. The motion carried.
- IV. FINANCIAL AFFAIRS
  - a. A motion to approve the January 2022 bills was made by Reichert and seconded by Williams. The motion carried
  - b. Status of the budget
    - i. Inquiries -
      1. No salary number for January. Village Hall finishing the final numbers for 2021.
      2. Bridges bills early in the year
- V. DIRECTOR’S REPORT
  - a. Statistics - circulation down 4%
  - b. Staff Updates
    - i. Laura visited Makerspace. Some hesitation in proceeding
    - ii. Discussed possibility of partnering with school district
    - iii. Winter Web Conference - Laura, Andy and Emily attended. Laura has completed her director certification for the upcoming 5 year period.
    - iv. Friends: Meeting in March, requesting support for marketing items and 125th celebration
    - v. 125 Book/Pages Family Reading Challenge, media aspect
    - vi. School visits will resume in the library
  - c. Buildings + Grounds
    - i. New power source for Self Check
    - ii. DPW replacing lights, installing surround sound
    - iii. Old signage will be coming down
    - iv. Fire door repaired
    - v. Ice Age Trail Room door repaired
    - vi. Ramp update: funded with Impact Fees. Modify stairs on south side of building to a ramp. Curb will have handicap ramp installed summer 2022.
  - d. Miscellaneous
    - i. Annual Report
    - ii. Microsoft Server 2019 cost increase
    - iii. Summer Reading Kick Off with Aerial Dance Group Cycropia
      1. Friday, June 10 in library parking lot

- 2. HLSD offered a donation
  - iv. Adjusted end of year operating budget for 2021 to \$719,118
- e. Trustee Essentials #8: Developing the Library Budget

VI. NEW BUSINESS

- a. Act/Approve 2021 Annual Report. A motion to approve the 2021 Annual Report was made by Williams and seconded by Reichert.

- VII. ADJOURNMENT – A motion to adjourn was made at 6:00 pm by Reichert and it was seconded by Williams. The motion carried. The next meeting is scheduled for Thursday, March 10, 2022 at 5 pm in the Ice Age Trail Room at the Hartland Public Library.