

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, April 14, 2022
Submitted by Michele L. Plank, Secretary

- I. A CALL TO ORDER was made at 5:10 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. No public attendees.
- II. PUBLIC COMMENT – none
- III. MINUTES – Reichert motioned to approve the March 2022 minutes and Khoury seconded. The motion carried with request by Ludtke to V. e. ii. HLSD be indicated as Hartland Lakeside School District
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the March 2022 bills was made by Ludtke and seconded by Reichert. The motion carried
 - b. Status of the budget
 - i. Clarification of eAudio vs CD
 - ii. Discussion around increasing staff education in future budgets to compensate for rise in conference costs (Ludtke)
 - iii. Effects of inflation on library purchases. Book costs are rising
- V. DIRECTOR’S REPORT
 - a. Statistics
 - i. Children’s program attendance increasing with no limits on attendance
 - b. Staff Updates
 - i. Salary survey of neighboring similar size libraries for cost of living: currently 4 responses, working with Oconomowoc to increase responses.
 - ii. Quarterly staff check-ins completed. On track with goals
 - iii. Customer Interactions: Full-time staff meeting practice with deescalating
 - iv. Peter: Received \$500 grant from Bridges to attend the American Library Association (ALA) Conference with remaining funds covered from the library Staff Education budget. Washington, DC June 23-28, 2022. Discussion - per diem rates.
 - v. Circulation Staff Meeting: 4/28/22 Ryan will lead the meeting. Meal to be provided by library
 - c. Buildings + Grounds
 - i. New book drop has been installed by DPW
 - ii. Shelving relocated to reduce congestion, open up space
 - iii. New benches for children’s area have arrived
 - iv. Server completed
 - v. BID - Laura working on matching bench for Catherine Moran Memorial
 - d. Miscellaneous

- i. New board member (to replace outgoing member Jay Williams) no details from Village Board President or county at this time. Laura has encouraged those interested to complete the village form.
- ii. T-shirt marketing campaign: working with Mid-City sports
- iii. Youth Art Month: artwork from Hartland Lakeside, St. Charles and Arrowhead displayed (Peter)
- iv. Friend's of the Hartland Public Library Book Sale May 2-7th at the library. Modern Woodmen will match funds.
- v. Bark River Bash 4/30/22: Library selling numbers/ducks. Story Walk book with duck theme.
- vi. Story Walk: will be relocated to west side of path by Village, lighting installed

VI. OLD BUSINESS - None

VII. NEW BUSINESS

- a. Discuss/Approve joining Hartland Chamber of Commerce
 - i. Not at this time
- b. Discuss/Approve Costs Allowable 2023
 - i. Reichert moves to approve Costs Allowable 2023. Williams seconds. The motion carried.
- c. Discuss/Approve Amended 2021 Annual Report
 - i. 2 amendments adjusted by Bridges. Ludtke moves to approve the Amended 2021 Annual Report. Reichert seconds. The motion carried.
- d. Approve revised Purchasing Policy
 - i. Williams moves to approve revised Purchasing Policy. Plank seconds. The motion carried.

VIII. ADJOURNMENT – A motion to adjourn was made at 6:32 by Ludtke and it was seconded by Reichert. The motion carried. The next meeting is scheduled for Thursday, May 12, 2022 at 5:00 pm in the Bark River Room in the Hartland Public Library.