

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

- I. A CALL TO ORDER was made at 5:02 by President Lee Bromberger. Present were Trustees Dawn Nelson, Amy Reichert, Lee Bromberger, Michele Plank, Elise Miller, Tom Truttschel and Library Director Laura Gest. Trustee Dawn Nelson arrived at 5:05. Trustee Kim Khoury was absent. No public attendees.
- II. PUBLIC COMMENT – None
  - a. Introduction of new board members Elise Miller and Tom Truttschel.
- III. MINUTES – Plank motioned to approve the May 2022 minutes and Reichert seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
  - a. A motion to approve the May 2022 bills was made by Reichert and seconded by Miller. The motion carried
    - i. Book drop purchased from Watertown library and will be used during parking lot construction last week of July and first week of August.
  - b. Status of the budget
    - i. Inquiries: vacation time for part time staff is helping keep salaries down.
- V. DIRECTOR’S REPORT
  - a. Statistics
    - i. circulation is up 11% over last year
  - b. Staff Updates
    - i. Bridges increased continuing education grant and approved Peter’s ALA conference fees for his trip in June 2022
    - ii. Ryan: presented to Swallow Elementary’s 3rd grade about Hartland History
    - iii. Andy just completed MILS and had his 6 month review. Taking on responsibilities when Laura is out of the building. He has received a raise to compensate.
    - iv. Brianna will be helping with Cycropia and parade
    - v. Ryan, Emily, Andy and Brianna will be helping with parade on June 26th: new banners, two antique cars and handing out t-shirts (400), can koozies (1200)
  - c. Buildings + Grounds
    - i. Automatic Entrances came to repair door
    - ii. Laura planted flower boxes with veggies and herbs to use for programming this summer/fall
    - iii. The Catherine Moran Family will purchase a bench in their mother’s honor. It will replace the current bench at the front of the building to match the others in the village. It will be moved next year when a potential ramp is installed.
  - d. Miscellaneous
    - i. Merton Schools included the library in a community scavenger hunt.

- ii. Summer Reading Program starts on Monday. Peter is offering two programs every day through July.
- e. Trustee Essential #10
  - i. Developing Essential Library Policies

VI. OLD BUSINESS - None

VII. NEW BUSINESS

- a. Discuss/Approve Circulation Policy
  - i. A motion to approve the updated Circulation Policy was made by Reichert and seconded by Nelson. The motion carried.
- b. Elect Board Officers
  - i. A motion to approve Trustee Amy Reichert to replace former Trustee Jay Williams as Vice President was made by Bromberger and seconded by Plank.

VIII. ADJOURNMENT – A motion to adjourn was made at 6:15 by Bromberger and it was seconded by Truttschel. The motion carried. The next meeting is scheduled for Thursday, July 14, 2022 at 5 pm in the Cottonwood Room at the Hartland Public Library .