

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, January 12, 2023
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, Michele Plank, Elise Miller, Tom Truttschel, Dawn Nelson, and Interim Library Director Andy Kristensen. Trustee Kim Khoury was absent. Public attendee: Priscilla Bohachek.
- II. PUBLIC COMMENT – None
- III. MINUTES – Reichert motioned to approve the November 2022 minutes and Truttschel seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the November 2022 and December 2022 bills was made by Truttschel and seconded by Plank. The motion carried.
 - b. Inquiries
 - i. Reichert - Johnson's Nursery: replacement of plants/trees + winterizing
 - ii. Miller: Netflix charge: Roku sticks
 - c. Status of the budget
 - i. Inquiries: Update from Andy on end of year budget. He met with Ryan Bailey to spend down some of the overage on supplies, materials, and furniture to meet goals and create new collections before the end of the year. Andy anticipates that the exact end of year numbers will be available the week of January 16.
- V. DIRECTOR'S REPORT
 - a. Statistics: Adult programs, outreach, and overall door count increased
 - b. Staff Updates
 - i. Andy is visiting 3 communities for outreach
 - ii. Emily, Andy + Peter: Video Games + Library of Things collections created
 - iii. Andy + Emily: Board Game Collection doubled in size
 - iv. 125th Anniversary Celebration: well attended
 - v. Andy: Holiday Train crowd management; Library collected Food Pantry donations
 - vi. Peter: Named to the 2023 Mock Newbery Heavy Medal Award Committee
 - c. Buildings + Grounds
 - i. Library has been designated as Dementia Friendly by Waukesha ADRC
 - ii. Technology cart for staff technology
 - iii. Coffee Cart is back: stocked with tea, coffee + hot cocoa for \$1 per cup
 - iv. Teen area: TV + stand with Nintendo Switch, gaming chairs
 - d. Miscellaneous
 - i. Friends of the Library met with Andy
 - ii. Reference desk software updated to Windows 11
 - iii. First Line contest
 - iv. Gingerbread House contest

- e. Donation Report
 - i. Balance in account is typical of area libraries

VI. NEW BUSINESS

- a. Act/Approve Children's Area Remodel - Blenski
 - i. Board will revisit remodel after a permanent director is named
- b. Discuss/Revise Meeting Room Policy
 - i. Interim Director Kristensen will continue to revise Meeting Room Policy for the library board to approve at an upcoming meeting
- c. Discuss Director Search, Trustee Essentials #5: *Hiring a Library Director*
 - i. Consideration of motion to recess to closed session pursuant to State Statutes 18.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to consider job posting of the new library director and to reconvene into open session pursuant to State Statute 19.85 (2) for the purpose of considering any action as may be necessary and appropriate.
 - ii. At 6:49, Truttschel moved to convene to closed session. Nelson seconded.
 - iii. Elise Miller departed at 7:10 pm.
 - iv. At 7:21, Truttschel motioned to reconvene into open session. Reichert seconded.

- VII. ADJOURNMENT – A motion to adjourn was made at 7:22 by Reichert and seconded by Nelson. The motion carried. The next regular meeting is scheduled for Thursday, February 9, 2023 at 5 pm at the Hartland Public Library.