

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, February 9, 2023
Submitted by Michele L. Plank, Secretary

- I. A CALL TO ORDER was made at 5:04 by Vice President Amy Reichert. Present were Trustees Amy Reichert, Dawn Nelson, Michele Plank, Tom Truttschel, Elise Miller and Interim Library Director Andy Kristensen. President Lee Bromberger arrived at 5:35. Kim Khoury was absent. Public attendees: Priscilla Bohachek & Lynda Crooke.
- II. PUBLIC COMMENT – N/A
- III. MINUTES – Miller motioned to approve the January 2023 minutes and Truttschel seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the January 2023 bills was made by Truttschel and seconded by Nelson. The motion carried.
 - i. WE Energies bills increased
 - ii. 2022 came in under budget; final numbers should be available around April
 - b. Status of the budget
 - i. Adjustments made to some categories
- V. DIRECTOR'S REPORT
 - a. Statistics: nice increase in circulation/door count
 - b. Staff Updates
 - i. Ryan: Local history display
 - ii. Emily: cataloged Library of Things, organized Game Night
 - iii. Peter: school visits, 3x weekly story times and Lego Club
 - iv. Andy + Emily: Memory Cafe "And the Oscar Goes To...",
 - v. Safety Plan updates + staff training in procedures
 - c. Buildings + Grounds
 - i. Coffee Cart making \$.71 for every \$1
 - ii. Teen area almost ready
 - iii. Nixon Park reserved for June 10th for Summer Reading Kick-Off Event
 - iv. Free Snack for Finals a huge hit!
 - v. DPW installed 2 new TVs for marketing
 - vi. Blind Date With a Book
 - vii. Park + Rec Director collaborating programming for summer with library staff
 - viii. Register has been bought to track fines, fees, printing, etc. to allow for easier financial reporting
 - d. Miscellaneous
- VI. OLD BUSINESS - none

VII. NEW BUSINESS

- a. Act/Approve Authorization for Library Board President Bromberger and Interim Director to Sign and Submit the State Annual Report and Statement of System Effectiveness.
 - i. Miller motioned and Truttschel seconded. Motion passed.
- b. Consideration of motion to recess to closed session pursuant to State Statutes 19.85 (1) ©, considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to develop a set of interview questions, review applicants, and set invitations and interview dates for the position of 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.
 - i. At 5:58 pm Truttschel moved to convene to closed session. Nelson seconded. Roll call vote Reichert - aye, Miller - aye, Bromberger - aye, Truttschel - aye, Nelson - aye, Plank - aye.
 - ii. Miller left the meeting at 6:25 pm.
 - iii. At 6:48 Truttschel moved to reconvene to open session. Nelson seconded. Roll call vote Reichert - aye, Bromberger - aye, Truttschel - aye, Nelson - aye, Plank - aye.
 - iv. Interviews for the position of Library Director will be held in February.

- VIII. ADJOURNMENT – A motion to adjourn was made at 6:49 pm by Reichert and seconded by Truttschel. The motion carried. The next regular meeting is scheduled for Thursday, March 9, 2023 at 5 pm at the Hartland Public Library.