

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, April 13, 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, Lee Bromberger, Michele Plank, Elise Miller, and Library Director Andrew Kristensen. Dawn Nelson arrived at 5:07 pm. Tom Truttschel was absent. There were no public attendees.
- II. PUBLIC COMMENT – None
- III. MINUTES – Miller motioned to approve the March minutes and Reichert seconded. The motion carried.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the March bills was made by Reichert and seconded by Plank. The motion carried.
 - b. Status of the Budget
 - i. Hoopla Grant of \$1900 to partially cover cost of monthly Hoopla invoices
 - ii. Update on purchasing and adjusting of accounts
- V. DIRECTOR'S REPORT
 - a. Statistics
 - b. Staff Updates
 - i. Meet + Greet New Director Welcome on Saturday, April 15
 - ii. Hiring for Page and Adult Services Librarian positions
 - c. Buildings + Grounds
 - i. Langer roofing will be assessing roof
 - ii. Kiwanis partnership to plant trees + shrubs along the river on 4/22, flowers in front planters. BID has 50% reimbursement grant up to \$250.
 - iii. Emily working on YA area to relabel, reorganize, and conduct dynamic shelving
 - iv. Story Walk mapped out with DPW director for reinstall
 - v. Program door parts ordered, supply chain issues
 - d. Miscellaneous
 - i. Park + Rec partnership for summer reading programs (Andy + Peter)
 - ii. Grants submitted to cover costs for possible ALA attendance in June (Andy + Emily)
 - iii. State Joint Finance Committee Budget Listening Session (Andy, Bridges representative)
 - iv. Library Board Trustee Kim Khoury resigned her position effective April 5, 2023
 - e. Trustee Essentials #19: Library Director Certification
 - i. Andy received Director Grade 1 Certification March 30, 2023; good for 5 years
 - ii. Andy attended Bridges New Director orientation on April 12, 2023

VI. NEW BUSINESS

- a. Discuss/Approve Costs Allowable 2024 Worksheet
 - i. Miller motioned to approve, Reichert seconded. The motion passed.
- b. Discuss/Approve Library of Things Policy
 - i. Miller motioned to approve, Reichert seconded. The motion passed.
- c. Discuss/Approve Extended Hours during AP Exam + Final Exam Weeks
 - i. Nelson motioned to approve, Plank seconded. The motion passed.
- d. Discuss Director Reviews
 - i. Criteria for 6 Month and 1 Year Reviews
 - 1. Library Board will bring more criteria to May's meeting
 - ii. Short + Long Term Goals
- e. Discuss/Approve Shifting October Board Meeting
 - i. Miller motions to move the October board meeting to Thursday, October 19. Reichert seconded. The motion passed.
- f. Discuss County Appointed Library Board Nominations
 - i. County funding to the library has increased. This increases county-appointed seats on the Hartland Public Library Board of Trustees from 2 to 3. This increases the board from 7 to 8 members.

VII. ANNOUNCEMENTS/FUTURE CONSIDERATIONS/ADDITIONAL BOARD COMMENTS

- a. Consideration of sharing titles for collection development purposes
- b. Ratification of director hire
- c. Use of board email by all board members

VIII. ADJOURNMENT – A motion to adjourn was made at 7:47 pm by Reichert and was seconded by Plank. The motion carried. The next meeting is scheduled for Thursday, May 11, 2023 at 5:00 pm at the Hartland Public Library.