

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, May 11, 2023
Submitted by Amy Reichert, acting Secretary

- I. A CALL TO ORDER was made at 5 pm by President Lee Bromberger. Present were Trustees Amy Reichert, Lee Bromberger, Lisa Feldner, Elise Miller, and Library Director Andrew Kristensen. Trustees absent were Dawn Nelson and Tom Truttschel. Janet Schmitt was here as a member of the public.
- II. PUBLIC COMMENT – Janet Schmitt expressed her concern for the Hartland Public Library, all libraries, and their futures.
- III. Lee read a statement as follows: “Due to a clerical oversight, the Hartland Public Library Board did not properly provide public notice of the February 25, 2023 meeting where, in closed session, candidates for the Hartland Public Library director position were interviewed. The full board discussed the candidates with advice provided by Bridges Library System Director Karol Kennedy, and the board voted unanimously to hire Andy Kristensen as the new library director. Salary was also discussed and voted upon.

To rectify this oversight, the Hartland Public Library Board has provided proper public notice that we will be ratifying those votes during today’s open meeting.”

Amy Reichert made a motion to ratify votes taken on February 25, 2023, during closed session, to hire Andy Kristensen as the Hartland Public Library Director. Elise Miller seconded. Motion passed unanimously.

- IV. MINUTES – Discussed editing the phrase: "Consideration of sharing of titles for the purposes of collection development purposes", to add "awareness" in front of 'purposes'. The reason is that the idea was proposed for the purpose of awareness of the development of the collection.”

Elise Miller motioned to approve the April minutes, as is and Amy Reichert seconded. The motion carried.

- V. FINANCIAL AFFAIRS
 - a. A motion to approve the April bills was made by Amy Reichert and seconded by Lisa Feldner. The motion carried unanimously.
 - b. A motion to approve the bill for Envisionware for \$2734.54 was made by Elise Miller. Seconded by Lee Bromberger. Motion carried unanimously.
 - c. Status of the budget
 - i. Looking good!
- VI. DIRECTOR’S REPORT
 - a. Statistics
 - b. Staff Updates
 - i. Noah Henderson is our new shelver.

- ii. Bridget Gibley is our new Adult Services Librarian.
- iii. Andy's Meet and Greet was well attended by the community.

c. Buildings + Grounds

- i. Langer Roofing has yet to come and do an overall assessment of the roof. If they do not come by the beginning of June, Andy will coordinate with Dave Felkner to see if there is another company that can come to do an assessment.
- ii. Kiwanis planted trees and shrubs along the Ice Age Trail on Saturday, April 22. In the process of doing so, they broke the spigot where the hose connects to the north-side of the building. Dave Felkner contacted Andy first thing the next morning and fixed it so the leak didn't get into the building itself.
- iii. The village's security and phone systems failed on Saturday, April 22, and Circulation Supervisor Ryan placed an emergency work order for OnTech to fix the issue. They resolved it completely by the following Tuesday. It is currently unknown what caused the malfunction.
- iv. Andy is coordinating with 3 local volunteers from the Master Gardeners Association to get flowers planted in the planters at the front of the Library.
- v. Andy and Dave did a final walkthrough of the StoryWalk positioning and they were able to make all 19 posts fit on one side spatially. Installation will begin within the next 1-3 weeks, dependent on DPW workload. The spots have been flagged and spray-painted.

d. Miscellaneous

- i. Michele Plank has officially stepped down from her position representing the Hartland-Lakeside School District on our Library Board, and Lisa Feldner has been approved in her place by the Hartland Village Board of Trustees unanimously. She has taken her oath of office and this month's meeting will be her first official meeting. Tom Truttschel was also formally reappointed for another three year term. Andy has submitted the six candidates for the three county-appointed Library Board positions to Bridges Library System Director Karol Kennedy, and Karol has sent them to Paul Farrow for consideration.
- ii. The Library received a \$2,500 Innovation Grant from the Bridges Library System. It will be used on revitalizing the Teen Area.
- iii. The Library received a \$1,100 grant from the SEWI LSTA Continuing Education Grant Fund to cover a portion of Andy's and Emily's anticipated attendance at the 2023 ALA Conference in Chicago, IL.
- iv. The extended hours have been a success; more than 10 people have taken advantage of it each night so far. Final numbers will be reported at the June Library Board meeting.
- v. Emily is aiming to finish the Teen Area genrefication labeling by May 20, and the physical moving of titles by June 10.
- vi. The Library of Things has officially launched; over the course of the first two weeks, 8 out of the 9 cataloged yard games have already been checked out.
- vii. Andy is restarting the Genre Book Club in June, so the Library will be back to two adult book clubs, with a third most likely coming with Bridget's hiring.
- viii. The Village Board formally signed off on the Library's Summer Reading Program Kick-Off Event scheduled for Saturday, June 10 from 11a – 1p in Nixon Park. Pat Endter will be opening the Beer Garden early that day so that food and beverages will be available for the entirety of the event.

VII. OLD BUSINESS - none.

VIII. NEW BUSINESS

- a. Discuss/Approve 2023 ALA Conference Attendance
 - i. A motion is made by Lee Bromberger to approve sending Andy and Emily to the National ALA Conference in Chicago, increasing the food per diem to \$50 per day, and they will use the SEWI Grant and up to \$2500 from the 205 fund to pay the remainder. They will both report back on how the experience will inspire their work at the Library. Elise Miller seconded. Motion carried unanimously.
- b. Discuss Director Reviews
 - i. Lee Bromberger motions to table the discussion until June. Amy Reichert seconded the motion. Motion carried unanimously.
 - ii. Andy reviewed his short term and long term goals.

Short Term:

 1. Get the Library to full staff capacity by mid-May
 2. Design effective Summer Reading Programs at all age levels through Beanstack and successfully hold SRP Kick-Off Event on June 10
 3. Finish reorganization of Young Adult Collection by June 12

Long Term

 1. Develop and Implement Strategic Plan for 2024-2028
 2. Oversee Official Library Policy Renewals/Creations
 3. Oversee Goals/Vision, Timeline, Fundraising, Construction, Completion, and Grand Reopening for Children's Area Remodel
 4. Explore possibility of adding Study Rooms (Budget, Quote, Plan, & Fundraising)
- c. Discuss Sharing Titles of Purchased Materials

Lee Bromberger motioned to table this discussion until the June meeting due to the absence of two trustees, and, if needed, discuss and request new reporting from the director. Elise Miller seconded. Motion carried unanimously.
- d. Discuss Animals in the Library Policy

Andy will write up a policy based on our discussion for approval at the June meeting.

IX. ANNOUNCEMENTS

- a. Discuss audio recordings of meetings.
- b. Discuss potential new meeting times.
- c. Discuss survey for future strategic planning purposes.
- d. Elise shared that the Village of Hartland is looking for volunteers for the Hartland Hometown Celebration.
- e. Discuss/approve pay hours for staff in parade.

- X. ADJOURNMENT – A motion to adjourn was made at 6:32 pm by Lisa Feldner and it was seconded by Elise Miller. The motion carried unanimously. The next meeting is scheduled for June 8, 2023 at 5 pm in the Ice Age Trail Room.