

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on Thursday, July 13, 2023
Submitted by Amy Reichert, acting Secretary

- I. A CALL TO ORDER was made at 5:06 PM by President Lee Bromberger. Present were Trustees Amy Reichert, Lee Bromberger, Lisa Feldner, Elise Miller, Lisa Kwiat, and Tom Truttschel, and Library Director Andrew Kristensen. Dawn Nelson and Robyn Ludtke were absent. The following members of the public attended: Robert Kraus and Janet Schmitt.
- II. PUBLIC COMMENT – No public comment.
- III. MINUTES
 - a. Tom Truttschel motioned to approve the June minutes. Elise Miller seconded. The motion carried unanimously.
- IV. FINANCIAL AFFAIRS
 - a. A motion to approve the June bills was made by Elise Miller, and seconded by Lisa Feldner. The motion carried unanimously.
 - b. Status of the budget
 - i. Overall, everything is good. Andy explained how some service costs have increased, but that has been offset by salaries being down. He is making adjustments so we stay within budget going forward.
- V. DIRECTOR’S REPORT
 - a. Statistics
 - b. Staff Updates
 - i. Andy and Emily attended the 2023 ALA Conference in Chicago and went to many useful sessions. Andy will recap his sessions this month, and, due to a vacation this week for Emily, she will recap her sessions in August.
 - ii. Jill With, a circulation clerk, worked her last day on July 1. The Library currently has a job posting up for the position on the Bridges Library Jobs webpage, the Library’s webpage, LinkedIn, and Indeed. Social media posts are also being posted about the position, along with flyers in the Library.
 - iii. Andy assisted the Village with all 3 days of the Hometown Celebration two weekends ago. Due to Darlene Igl’s retirement and his assistance with Parade planning this year, Ryan Bailey may have Andy coordinate the Parade next year.
 - iv. Peter will be manning a booth for Hartland’s National Night Out event on Thursday, August 3.
 - c. Buildings + Grounds
 - i. Andy met with a sales representative from Ricoh on Wednesday, July 12 (Ricoh is the provider of our printers and toner), as our current lease with them expires at the end of next month. Andy got a quote from Ricoh for new services, and he will contact Village Hall to compare prices for their printing services before the August meeting.

- ii. Langer Roofing came on Monday, June 26 to assess the roof. The estimate as of now is \$98,245. This includes some anticipated increase in the cost of materials from now until the time the job is actually signed by the Village, and it will come out of the Capital Improvements budget at the Village Level. Dave Felkner is presenting the information for Village approval at the Village CIP meeting on Monday, July 24.
- d. Miscellaneous
- i. The Summer Reading Program Kickoff Event was a success. We had 559 total people come (adults included), and the bouncy obstacle course was a major draw. Comparing it to last year, we had 284 more attendees (275 vs. 559) at a tenth of the cost (there also was an issue with rain last year though, and we aren't entirely sure what that did to attendance numbers). Library Staff recommends doing something similar again next year due to positive feedback received.
 - ii. Library received a grant in the form of 500 pairs of eclipse sunglasses from STAR Library Network's SEAL program (Solar Eclipse Activities for Libraries) for use during the eclipses coming up in October of this year and April of 2024.
 - iii. Staff made plans for the October and December annual events at our most recent full-timer meeting. For October, staff will do Trick or Treating at the Library again on October 24, which will include candy stations, crafts, and games for kids of all ages. For December, staff will do a Winter Wonderland-themed event on December 9, with two performers dressed as Anna and Elsa coming to be the 'featured' guests, along with a hot chocolate station, crafts, games, and a movie in the Ice Age Trail Room. Doing it December 9 instead of December 2 allows the Library to not compete with the 'Lake Country Breakfast with the Reindeer' event in Delafield.
 - iv. The Library and Recreation Departments collaborated this year to include the Library's Fall/Early Winter programs in the Recreational Guide that goes out at the end of summer to Hartland residents. Attached after this report is what will be included in the guide.

VI. OLD BUSINESS

- a. 2023 ALA Conference Attendance Recap
 - i. Expenses lower than expected.
 - ii. Shared the sessions he attended and some of the highlights.

VII. NEW BUSINESS

- a. Discuss/Approve Standards Certification for 2024 Budget
 - i. Elise Miller made a motion to approve the Standards Certification for 2024 Budget, Tom Truttschel seconded. Passed unanimously.
- b. Library Board Elections
 - i. President – Amy Reichert made a motion for Lee Bromberger for president. Lisa Feldner seconded. Passed unanimously.
 - ii. Vice President – Lee Bromberger made a motion for Amy Reichert for vice president. Elise Miller seconded. Passed unanimously.
 - iii. Secretary – Amy Reichert made a motion for Lisa Feldner for Secretary. Elise Miller seconded. Passed unanimously.
- b. Begin Discussion of Director Reviews
 - i. Preliminary guidelines were discussed, and board members will bring criteria they believe should be in the evaluations next month.

VIII. ANNOUNCEMENTS

- a. WI Trustee Training Week Webinars
- b. Library Board Meeting Time – the board discussed that the time is good. Since no change is happening, there was no need to vote.
- c. Trustee Essentials/Policy Renewals & Revisions will continue beginning next month.

IX. ADJOURNMENT – A motion to adjourn was made at 6:08 by Tom Truttschel. It was seconded by Elise Miller. The motion carried unanimously. The next meeting is scheduled for August 10, 23023 at 5 PM. We'll be back in the big room.