

# Minutes of the Hartland Public Library

## Board of Trustees

Regular meeting on Thursday, August 10, 2023

Submitted by Lisa Feldner, Secretary

- I. A CALL TO ORDER was made at 5:03 PM by President Lee Bromberger. Present were Trustees Amy Reichert, Lee Bromberger, Lisa Feldner, Lisa Kwiat, Tom Truttschel, Robyn Ludtke and Library Director Andrew Kristensen. Elise Miller was absent.
- II. PUBLIC COMMENT – No public comment.
- III. Amy Reichert motioned to move the 2023 ALA Conference Attendance Recap by Emily To the top of the agenda. Tom Truttschel seconded. The motion carried unanimously.
  - a. 2023 ALA Conference Attendance Recap – Emily
    - i. Many of the sessions Emily attended focused on making the teen area more inclusive in order to bring in more traffic. Emily’s plan is to incorporate these ideas over the next few months after conferring with her Teen Committee.
- IV. CONSIDERATION OF MOTION TO APPROVE THE MINUTES OF THE JULY
  - a. Amy Reichert motioned to approve the July minutes. Tom Truttschel seconded. The motion carried unanimously.
- V. FINANCIAL AFFAIRS
  - a. A motion to approve the July bills was made by Amy Reichert with the correction of the Emily Sternemann name to Emily Doty. Robyn Ludtke seconded. The motion carried unanimously.
  - b. Status of the budget
    - i. Overall, everything is good. Andy explained that the video game budget is at a virtual standstill until Black Friday when costs will be significantly lower.
- VI. DIRECTOR’S REPORT
  - a. Statistics
  - b. Staff Updates
    - i. Peter has resigned from his position as Children’s Librarian. He has accepted a new position, Youth Services Manager, at the Pewaukee Public Library, and his last day at Hartland will be August 18, 2023. The open position has been posted on the Library’s website, the Village’s website, the Bridges Employment Page on their website, LinkedIn, and Indeed.
    - ii. A new circulation clerk, Brenda Barnes, was hired and officially started on July 31, replacing Jill With.
    - iii. Peter, Emily, and Andy helped the Rec Department put on an Xmas in July celebration at the Community Center on Friday, July 21 for Hartland Summer Camp participants.
    - iv. Peter manned a booth at the Hartland Kids Day Event on Wednesday, July 26 along with Sara Rennekamp, the Rec Director here at Hartland.

- v. Emily Heller, the marketing director for Bridges Library System, visited our Library on July 31 for a tour and marketing discussion with Emily and Andy. Discussion focused on how to reach teens.
  - vi. Peter manned a booth at the Hartland Night Out Event on Thursday, August 3.
  - vii. Andy will be giving a statewide virtual presentation on StoryWalks through the Wisconsin Library Association on August 24.
  - viii. Ryan and Andy will be hosting the Chamber of Commerce's Networking Event on September 21 at the Library.
- c. Building and Grounds
- i. Andy met with a local contractor and Dave Felkner about the ADA ramp on Monday, July 31. The contractor walked Dave and Andy through the preliminary plans, and installation is scheduled for the week of September 18. The expected time it'll take for the ramp to fully set will be 3-5 days.
  - ii. The roofing project was formally approved by the Village Board and will be installed next Spring or Fall. The Library will not have to close during the installation.
  - iii. Library staff are tentatively planning on painting the Teen Center the weekend of September 22.
- d. Miscellaneous
- i. Village President Pfannerstill let Andy know on July 19 that he received a letter in the mail from Library Board Trustee Dawn Nelson that stated she was resigning from the Library Board effective (July 12<sup>th</sup>) immediately. The Library Board Trustee position is on the Village Board agenda for Monday, August 14<sup>th</sup>.
  - ii. Circulation staff are now placing survey slips in each hold request (one per patron when there's more than one book in a total hold order) or item checked out with both a QR code and web address information in hopes that it will boost survey responses. We are at 60 as of Monday, August 7. Emily and Bridget are also hanging survey signs in any business in Hartland that will allow it on their community board. The survey ends at the end of August.
  - iii. Andy will be meeting soon with either Karol Kennedy or another Bridges' administrative staff member to discuss Strategic Planning, hopefully prior to next month's meeting.
  - iv. The Library's Fall/Early Winter program guide went out on the back inside of the Hartland Fall Recreation Guide, which every Hartland resident will be receiving in the coming days.
  - v. The Summer Reading Program ended with a 36% increase in total participation. Included after this Director's Report is a brief infographic on important numbers related to the Summer Reading Program for all age levels.
  - vi. Staff will begin to weed materials next week in anticipation of the Book Sale occurring September 11-16. The weeding threshold is a material that has not been checked out in 5+ years.
- VII. OLD BUSINESS
- a. Survey Update
    - i. 66 people have already responded to the survey. The results are looking encouraging. The goal would be to have at least 100 responses.
- VIII. NEW BUSINESS
- a. Discuss Remaining 2023 Budget & Preliminary 2024 Budget

- i. Andy explained that currently we are significantly under budget. One way to use that money, would be to put it into salaries – we are currently paying at the bottom half of the Bridges scale. Another way to use the money would be to break the design/build amount for the children’s area remodel and/or the study rooms between this year (design) and next year (build). A third option is to use the surplus for miscellaneous supplies, machines, and other needed improvements for the library itself. The discussion led to the addition of a Special Board meeting for Thursday, August 17<sup>th</sup> at 5:00 to approve the 2024 budget and determine the best way to increase salaries.
- b. Discuss Internet & Wireless Network Policy
  - i. The Internet Policy has not been updated since 2019. Updates were made to emphasize that patrons are responsible for the risks taken when using the internet or wireless at the library.
- c. Discuss Trustee Essential #6: Evaluating the Director
- d. Discuss/Approve Director Review Criteria and Format
  - i. The discussion suggested the review format change to a more open-ended discussion between the Board and the Library Director. It was also suggested that an addition of a staff evaluation of Library Director section be added to the review format.

IX. ANNOUNCEMENTS

- a. Friends of the Library Book Sale – September 11-16

- X. ADJOURNMENT – A motion to adjourn was made at 7:03 by Amy Reichert, it was seconded by Robyn Ludtke. The motion carried unanimously. The next meeting is scheduled for September 14, 2023 at 5pm in the Bark River Room.