

**Minutes of the Hartland Public Library
Board of Trustees**
Regular meeting on Thursday, September 14, 2023
Submitted by Lisa Feldner, Secretary

- I. A CALL TO ORDER was made at 5:03pm by President Lee Bromberger. Present were Trustees Amy Reichert, Lee Bromberger, Elise Miller, Lisa Feldner, Lisa Kwiat, Linda Hallquist and Library Director Andrew Kristensen. Robyn Ludtke and Tom Truttschel were absent. The following members of the public attended: Janet Schmitt.
 - a. Welcome New Library Board Trustee Linda Hallquist
- II. Public Comment: *Please be advised that the audio of this meeting will be recorded and available online through the Library's website.* There were no public comments.
- III. Consideration of Library Board Minutes of the August Meetings
 - Amy Reichert motioned to approve the August 10th minutes. Lisa Feldner seconded. The motion carried with 7 ayes. Linda Hallquist abstained.
 - Elise Miller motioned to approve the August 17th minutes with the amendment to the "those present section" by adding Elise Miller to be in attendance. Amy Reichert seconded. The motion carried with 7 ayes. Linda Hallquist abstained.
- IV. Financial Affairs
 - August Bills:
 - Amy Reichert motioned to approve the bills for August. Elise Miller seconded. The motion carried unanimously.
 - Status of the Budget:
 - Andy explained that spending for video games looks overinflated because that money will be paid back through a grant that has not come in yet.
- V. Director's Report
 - a. Staff Updates, Buildings and Grounds, & Miscellaneous
 - Andy gave an update for the hiring process of the Children's Librarian position. A highly qualified candidate has been found and has been offered the position.
 - The library roof started leaking again during the afternoon of August 14. Langer Roofing made repairs.
 - The library concrete ADA ramp will be installed on Monday, September 18.
 - The library received an 'Ideas to Action' grant from WiLS (Wisconsin Library Systems). which will be used to install a bike rack and a bike repair kit on the Ice Age Trail.
 - b. Statistics
- VI. Old Business
 - a. Survey Update
 - b. Consideration of Internet & Wireless Network Policy
 - Amy Reichert motioned to approve the Internet & Wireless Network Policy. Lisa Kwiat seconded. The motion carried unanimously.
- VII. New Business
 - Consideration of Sending Adult Services Librarian Bridget Gibley to WLA Conference
 - Lisa Feldner motioned to approve sending Bridget Gibley to the WLA Conference. Elise Miller seconded. The motion carried unanimously.
 - b. Discuss Trustee Essential #3: Bylaws—Organizing the Board for Effective Action

c. Discuss Hartland Public Library Board of Trustees Bylaws

d. Consideration of Formal End-of-Year Director Review Criteria and Timeline

- Elise Miller motioned to approve the Formal End-Of-Year Director Review Criteria and Timeline with the amendment to shorten the timeline. This will be done by combining the December actions with the January actions (both to be done in January) and including a two-week timeframe for Staff Evaluation slips to be returned to the Library board president. Lisa Kwiat seconded. The motion carried unanimously.

e. Consideration to adjourn into closed session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation of any public employee.

Item of Discussion: Director Kristensen's 6-Month Probationary Period Performance

- Amy Reichert motioned to go into closed section for consideration to adjourn into closed session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation of any public employee. Item of Discussion: Director Kristensen's 6-Month Probationary Period Performance. Elise Miller seconded. Roll call was taken. The motion carried unanimously.

f. Consideration to reconvene into open session if there is any action deemed appropriate pursuant to the previously held closed session.

- Amy Reichert motioned to reconvene into open session. Linda Hallquist seconded. Roll call was taken. The motion carried unanimously.
- Amy Reichert motioned to give Director Kristensen a 3% pay increase for the 6-Month Probationary Period Performance. Elise Miller seconded. The motion carried unanimously.

VIII. Announcements

a. Switching Normal Library Board Time Next Month

i. October 19, 2023 at 5:00 pm

IX. Adjournment – A motion to adjourn was made at 7:00 by Lisa Feldner, it was seconded by Lisa Kwiat The motion carried unanimously.

Next regular meeting is scheduled for October 19, 2023 at 5:00 pm