

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

I. Call to Order was made at 5:03 PM by President Lee Bromberger. Present were Trustees Lee Bromberger, Elise Miller, Lisa Feldner, Lisa Kwiat, Linda Hallquist, Robyn Ludtke, and Library Director Andrew Kristensen. Amy Reichert joined virtually. Tom Truttschel was absent.

II. Public Comment: Please be advised that the audio of this meeting will be recorded and available online through the Library's website.

- a. Village Manager Ryan Bailey was in attendance. There was no public comment.

III. Consideration of Library Board Minutes of the November Meeting

- a. Elise Miller motioned to approve the minutes of the November meeting. Linda Hallquist seconded. The motion carried unanimously.

IV. Introduction of Village Manager Ryan Bailey and Q&A

V. Financial Affairs

a. Consideration of the November Bills

1. Robyn Ludtke motioned to approve the November Bills. Elise Miller seconded. The motion carried unanimously.

b. Status of the Budget

c. Discussion and Consideration of Adelman Carpet Cleaning Service Quote

1. Robyn Ludtke motioned to approve the Adelman Carpet Cleaning Service Quote. Linda Hallquist seconded. The motion carried unanimously.

VI. Director's Report

a. Statistics

b. Staff Updates, Buildings and Grounds, & Miscellaneous

1. All staff evaluations for the Village were completed by December 1.
2. Staff held our annual winter large-scale event this past Saturday. Called 'Hartland Public Library's Winter Wonderland.' There was an increase in attendance for the event from last year (152 to 260 this year).
3. Library staff partnered with Hartland North Elementary School and HAWS for donation requests for our Giving Tree. So far, about 70% of the items have been taken off the tree. Items left on tree appear to be duplicates.

c. Finalized 2024 Library Staff Raises and Library Budget

VII. Old Business

a. Discussion and Consideration of Strategic Plan Refresh Meeting Date for 2024.

1. Amy Reichert motioned to approve the Strategic Plan Refresh Meeting Date for March 8, 2024. Robyn Ludtke seconded. The motion carried unanimously.

b. Discussion and Consideration of Vulnerable Adult Policy

1. Linda Hallquist motioned to approve the Vulnerable Adult Policy. Lisa Kwiat seconded. The motion carried unanimously.

VIII. New Business

a. Discussion and Consideration of Security Camera(s) Purchase

1. Elise Miller motioned to approve the 6 Security Camera(s) as well as the security package purchase. Robyn Ludtke seconded. The motion carried unanimously.

IX. Announcements

a. None

X. Adjournment

- a. A motion to adjourn was made at 5:52pm by Robyn Ludtke, it was seconded by Linda Hallquist. The motion carried unanimously.

Next regular meeting is scheduled for January 11, 2024 at 5:00 pm