

Minutes of the Hartland Public Library Board of Trustees
Regular meeting on Thursday, March 14, 2024
Submitted by Lisa Feldner, Secretary

I. Call to Order was made at 5:03pm by President Lee Bromberger. Present were Trustees Lee Bromberger, Amy Reichert, Elise Miller, Lisa Feldner, Lisa Kwiat, Linda Hallquist, Robyn Ludtke, and Library Director Andrew Kristensen. 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. There was no public comment.

III. Consideration of Library Board Minutes of the February Meeting

- a. Amy Reichert motioned to approve the minutes of the February meeting. Linda Hallquist seconded. The motion carried unanimously.

IV. Financial Affairs

- a. Consideration of the February Bills
 - a. Bridges Invoices
 - b. Elise Miller motioned to approve the February Bills. Lisa Kwiat seconded. The motion carried unanimously.
- b. Status of the Budget

V. Director's Report

- a. Statistics
- b. Staff Updates, Buildings and Grounds, & Miscellaneous
 - Brianna Rasmussen will be our new circulation supervisor, replacing Ryan Wong. She will start on March 18th and will be full-time by March 25th.
 - Andy walked the roof with our DPW team and the owner of Alois Roofing on Monday, March 11 to receive an estimate for the roof replacement project. Andy and the DPW team are waiting on one more contractor to respond and give us a roofing estimate, and then the Village Board will award the roofing contract to one of the three roofing companies for a planned autumn installation.
 - The Library was officially \$9,089 under budget last year, pending any last-minute revisions Ryan Bailey finds during the next month. That means we spent 98.75% of the budget allocated to us last year.

VI. Old Business

- a. Discussion and Consideration of Outreach Policy
 - a. Elise Miller motioned to approve the Outreach Policy. Amy Reichert seconded. The motion carried unanimously.
- b. Discussion and Consideration of Hoopla Monthly Checkouts
 - a. Linda Hallquist motioned to limit Hoopla Monthly Checkouts from 4 to 2 checkouts per patron. Robyn Ludtke, seconded. The motion carried unanimously.

VII. New Business

- a. Consideration of motion to recess to closed session pursuant to State Statutes 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has

jurisdiction or exercises responsibility, and to reconvene into open session pursuant to State Statute 19.85(2) for the purpose of considering any action as may be necessary and appropriate.

- a. Item of Discussion: Director Kristensen's 12-month self-evaluation.
- b. Robyn Ludtke motioned to recess into closed session pursuant to Wis. Statutes 19.85(1)(c) to consider the employment, promotion, compensation, or performance evaluation of any public employee. Amy Reichert seconded. Roll call was taken. The motion carried unanimously.
- c. Amy Reichert motioned to reconvene into open session. Lisa Kwiat seconded. Roll call was taken. The motion carried unanimously.

VIII. Announcements

- a. National Night Out is August 8th. We will move the August 8th Library Board meeting to the 15th accordingly.

IX. Adjournment

- a. A motion to adjourn was made at 6:23pm by Robyn Ludtke. It was seconded by Elise Miller. The motion carried unanimously.

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