

MINUTES OF THE HARTLAND PUBLIC LIBRARY BOARD OF TRUSTEES

Regular meeting on December 13, 2018

Submitted by Lynda Crooke, secretary

- A. CALL TO ORDER was made at 5:04 by president Janet Schmitt. Present were Board members, Lee Bromberger, Lynda Crooke, Donna Dorau, Michele Plank, Amy Reichert, Jay Williams, library director Laura Gest, and observer Heidi Bauer.
- B. PUBLIC COMMENT: There was none.
- C. MINUTES of the Nov. 8 meeting were reviewed. Williams moved that they be accepted as corrected, Reichert seconded the motion and it carried.
- D. FINANCIAL AFFAIRS:
1. Motion to approve the Nov. bills was made by Crooke and seconded by Williams. The motion carried.
 2. The budget was reviewed, it "looks good".
- E. DIRECTOR'S REPORT:
1. Statistics for Nov. show that circulation was down 198 for the month and up 3051 for the year.
 2. Laura shared the Monthly News.
 - a. Laura delayed the inservice for the staff until Friday, January 25, the library will be closed during that time.
 - b. Heidi Bauer will be honored for her 25 years with our Library.
 - c. A fire door was repaired for the price of \$450.
 - d. We will use Mailchimp instead of Constant Contact because of a price raise.
 - e. The Storywalk book has been replaced and it was suggested that we purchase a scraper to remove the ice that accumulates.
 - f. Laura and Emily met with Jill Fuller to talk about marketing our Library.

- g. Heidi and Laura are working to finalize Outreach details and will report in January.
- h. Our Tinker Totes are out and circulating, but the popular Craft Bags had to be ended because of a Bridges concern, which Laura is looking into.
- i. Laura discussed the bill for the Tinker Totes and Art Bags, which was paid for by donations from the Blood Center of Wisc. and Gandma's House.

F. OLD BUSINESS: Laura shared with the board her plans to replace the OPAC desk in the entrance of our Library.

G. NEW BUSINESS:

- 1. The Hartland Police Dept. will hold active shooter training for the staff on January 7 from 9:00-10:30.
- 2. Marilyn Horst stopped into the library and Laura thanked her for the painting that is hanging outside her office.
- 3. Katie Herrmann will do a "Big Read" after Christmas.
- 4. Laura discussed her plans to hire a full time "Youth Services Librarian".
 - a. Crooke moved that the position proposal written by Laura be accepted by the Board, Amy seconded the motion and it carried.
 - b. The position will be posted about Jan 11.
 - c. Laura, Crooke, PlanK and Schmitt will conduct interviews.
- 5. The display case upstairs outside the Historical Room will be moved downstairs to be used for patron displays, and Heidi will be in charge of the program.
- 6. Dorau and Williams will develop questions for a staff review.
- 7. The February meeting was changed to February 21.

H. ADJOURNMENT: Motion to adjourn was made at 6:15 by Williams and seconded by Dorau. The motion carried. The next meeting is scheduled for Thurs., January 10, 2018 at **5:00** PM.