

Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on September 12<sup>th</sup>, 2019  
Submitted by Brianna Rasmussen

- A. CALL TO ORDER was made at 5:01 p.m. by Vice President Jay Williams. Present were board members Jay Williams, Amy Reichert, Lee Bromberger, Michele Plank, Brianna Rasmussen and Library Director Laura Gest. President Janet Schmitt was absent. Staff member Heidi Bauer was present. Board member Jeffery Pfannerstill arrived 15 minutes after the meeting began.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES of the August 5<sup>th</sup> Meeting were reviewed. Motion to approve was made by Bromberger and seconded by Reichert. The motion carried.
- D. FINANCIAL AFFAIRS
1. A motion to approve the August bills was made by Bromberger. Plank seconded the motion and it carried.
  2. Status of Budget was reviewed – all is well.
- E. DIRECTOR'S REPORT
1. Statistics were reviewed and circulation was down 550 from the previous year. Less people were in the building during this past month as well. Overdrive is up.
  2. Monthly News
    - i. Leadership institute was a great experience. Laura really took a lot from the opportunity.
    - ii. The power went out multiple times within a short period of time and resulted in issues with the elevator. It has been fixed.
    - iii. The A/C issue was found and covered by a warranty with Dillet. Laura is looking into other options moving forward for maintenance.
    - iv. Summer Reading Program –
      1. The August programs did alright this past year, not great – Laura and staff are working on ideas to spark August programing for next year, possibly partnering with other departments during that month.
      2. The Adult Program participation was half the total of the previous year. Claudia and Laura are going to discuss the program and investigate areas needing change for the program next summer.
    - v. Laura watched a couple trainings during Trustee Training Week – very beneficial.
    - vi. Laura went over Budget with Ryan. Budget will be presented to the Village Board at 5:00 p.m. on Wednesday September 18<sup>th</sup>.
    - vii. The full staff meeting held last month was very good. The staff had great output.

- viii. The lease with Ricoh is up on copy machine in the back. The plan is to replace the copier for less than currently paying. The copier in the public use area will be kept and payments will continue until eventually we own the copier.
- ix. We will need to spend around \$3,000 for the flat part of the roof next year. This maintenance should put off the roof replacement for a couple years.
- x. Peter went to Hartland North for 'back to school' night and will be seeing all 1<sup>st</sup> graders to continue outreach in schools.
- xi. Peter and Emily went to an informational gathering for the Heart of Canal street Grant. At the meeting a couple ways to increase chances of winning the grant were discussed.
- xii. Claudia and Maria attended tech days this past week. It was great.
- xiii. The ADA accessibility scan results are in and 64 barriers were reported around the library. Tom is working on updates in the restrooms and has extended time for how long the doors stay open. Also tips on future purchases and plans to be ADA compliant were discussed.
- xiv. Trustees Dinner for the Bridges Library System is scheduled for Sept. 25<sup>th</sup>.
- xv. Computer purchase will be on the next agenda.
- xvi. Michael Moran bench has been completed.

F. OLD BUSINESS – there was none.

#### G. NEW BUSINESS

1. Act/Approve RFID Purchase in 2020 – Reichert moved to purchase the RFID system, with removal of the gate expense, for a total of \$22,253.95. Plank seconded the motion. The motion carried.
  - i. The Board discussed and reviewed the quote provided by Envisionware and a timeline for implementing.
2. Act/ Approve 2020 Budget – Reichert moved to approve the 2020 budget and Rasmussen seconded. The motion carried and the Budget was approved.
  - i. The budget was discussed and reviewed by the board members.
3. Date for Stories with Santa was decided as December 7<sup>th</sup>, from 10:00 a.m. – 11:30 a.m. The date was then changed and finalized as December 14<sup>th</sup>, 2019 from 10:00 a.m. due to conflicts with other local events.
  - i. Looking into Legion's Santa event and North Shore Middle Breakfast with Santa dates. Will reach out to make sure it does not conflict with alternate dates.

H. ADJOURNMENT A motion to adjourn was made at 6:45 p.m. made by Reichert and seconded by Bromberger. The motion carried. The next meeting is scheduled for Thursday October 10<sup>th</sup>, 2019 at 5:00 p.m.