

Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on October 10<sup>th</sup>, 2019  
Submitted by Brianna Rasmussen

- A. CALL TO ORDER was made at 4:55 p.m. by President Janet Schmitt. Present were board members Jay Williams, Amy Reichert, Lee Bromberger, Michele Plank, Brianna Rasmussen and Library Director Laura Gest. Staff member Heidi Bauer was present. Jeffery Pfannerstill arrived late.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES of the September 12<sup>th</sup> Meeting were reviewed. Williams moved to approve the minutes and Bromberger seconded. The motion carried.
- D. FINANCIAL AFFAIRS
1. A motion to approve the September bills was made by Reichert and seconded by Williams. Motion carried.
  2. Status of Budget was discussed, and it looks good.
- E. DIRECTOR'S REPORT
1. Statistics – Overdrive stats look good. Circulation is up and the door count is up. The reference desk numbers are down. Non-resident numbers are up for the entire year by around 4,000.
  2. Monthly News
    - i. Ryan went to a Crisis Prevention class at Oconomowoc to learn more about diffusing a bad customer service situation and he said it was good information. Ryan will share with the rest of the staff.
    - ii. Connie Meyer has announced her retirement in March of 2020.
    - iii. Library Board Budget for 2020 was presented to the Village Board in September and went well. This should be voted on soon by the Village Board.
    - iv. Claudia helped Heidi with outreach – went very well.
    - v. Holiday Train is coming to Hartland on Dec. 3<sup>rd</sup>. Laura is on the committee and will help with planning the collection for the food pantry. Discussed the food collecting competition against Oconomowoc.
    - vi. Laura is working with Shawn on the catalog to update and make more user friendly.
    - vii. Peter is planning a Halloween party on the 29<sup>th</sup>.
    - viii. Laura is looking to update the tinker totes and store play set in the children's section.
    - ix. Judi and Lynda are both willing to help with Stories with Santa. Officially, we will hold it in the back alcove.

- x. Staff pizza cookoff is tomorrow – Friday Oct. 11<sup>th</sup>. The staff cooks pizzas and the patrons come in to try, then vote on the favorite.
- xi. Laura would like to update the system to block patrons from checking out at \$10.00 instead of \$5.00. No objections.
- xii. County funding was briefly discussed.
- xiii. Ryan and Laura are waiting on the appointment of a new administrator to look at any staff issues or changes. Discussed the current status of the hiring process for the new administrator and the meet and greet planned for next week.

F. OLD BUSINESS – there is none.

#### G. NEW BUSINESS

- 1. Laura presented an idea for a potential update to the building to accommodate space for an additional program room. The Library Board discussed the idea and will research options.
  - i. The protocol for use of the community room in the Village Hall building was discussed.
  - ii. Laura offered to gather more statistics on programs and what we will use the space for.
  - iii. The board will take a walk-through of the library at the next meeting.
- 2. Act/Approve 2020 Library calendar
  - i. Williams moved to approve the 2020 Library calendar. Bromberger seconded and the motion carried.
- 3. Act/Approve Computer purchase
  - i. Bromberger moved to approve and Reichert seconded. Motion passed.
- 4. Act/Approve Replacing donation bench
  - i. No motion was needed.
- 5. Act/Approve 2019-2023 Strategic Plan
  - i. Rasmussen made a motion to approve and Williams seconded. The motion carried.
- 6. The Village of Hartland has a Youtube Station channel that the library could include information on to promote programs.

H. ADJOURNMENT – A motion to adjourn was made at 6:31 p.m. by Reichert and seconded by Bromberger. The motion carried. The next meeting is scheduled for Thursday November 14<sup>th</sup>, 2019 at 5:00 p.m.