

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on November 14th, 2019
Submitted by Brianna Rasmussen

- A. CALL TO ORDER was made at 5:02 p.m. by Vice President Jay Williams. Present were board members Jay Williams, Amy Reichert, Michele Plank, Jeffery Pfannerstill, Brianna Rasmussen and Library Director Laura Gest. Lee Bromberger and Janet Schmitt were absent.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES Reichert moved to approve October meeting minutes and Pfannerstill seconded. The motion carried.
- D. FINANCIAL AFFAIRS
 - 1. A motion to approve the October bills was made Rasmussen and seconded by Plank. The motion carried
- E. Status of Budget was discussed and looks good.
- F. DIRECTOR'S REPORT
 - 1. Statistics – Numbers are up and looking good. Huge percentage increase. Children's Programs attendance is outstanding.
 - 2. Monthly News
 - i. Jay and Janet attended the Administrator meet and greet through the Village of Hartland. Looking forward to working with the new administrator.
 - ii. Computers have been purchased. Erin and Scott meet and will work together to set up the new public computers. Staff computers have shipped.
 - iii. Peter was in the Bridges Mock Awards and he attended a CCBC presentation in West Allis.
 - iv. Emily has been attending the book club at Arrowhead. Hoping to work with South Campus to advertise the summer reading program.
 - v. Emily and Laura sat down and worked through Archive Social.
 - vi. Peter's trick or treat party was a huge hit – 150 – 160 in attendance!
 - vii. Collecting food for the food pantry for the Holiday Train at the library and all throughout the village.
 - viii. Claudia and Laura attended Memory Café meeting in October Trained as a Dementia Friend of Wisconsin and now can also train groups on it. Claudia went to Dementia Strategies in Muskego.
 - ix. Laura attended the Director's Boot Camp in Menomonee Falls. Great presentations with new ideas about bringing changes to the library.

- x. Emily and Laura are doing a series of programs of make one, take one and they are almost all filled.
- xi. Laura and Peter will head next week to Potawatomi to see if we won the grant.
- xii. Laura has been tracking use of the program room and will pass along the information gathered.
- xiii. Laura received a second quote on the RFID system that was higher.
- xiv. Staff reviews will be done in December.
- xv. In December, we are adding a closed session to the agenda to have the Director's Evaluation.
- xvi. Stories with Santa will be on December 14th. Planning is going well.

G. OLD BUSINESS – there is none.

H. NEW BUSINESS

- 1. Act/ Approve revised Internet Policy
 - i. A motion to revise the Internet Policy was made Reichert. Plank seconded and it was approved.
 - 2. Approve Annual Addendum to the Bridges Library System agreements
 - i. Vice-President Williams, in place of President Schmitt, and Secretary Ramussen signed for the Bridges Library System agreements.
 - 3. Act/Approve Food for Fines November 15 – 30
 - i. Discussed the Holiday Train food drive and what the Library can do to participate.
 - ii. We will be having the Food for Fines at the library.
 - 4. Discuss/ Consider Proposed Modifications to staff assignments
 - i. Laura presented a strategy how to better maximize staff potential.
 - ii. The board discussed.
- I. ADJOURNMENT – A motion to adjourn was made at 6:31 p.m. by Reichert and seconded by Plank. The motion carried. The next meeting is scheduled for Thursday December 12th, 2019 at 5:00 p.m.