

Minutes of the Hartland Public Library
Board of Trustees
Regular Meeting on December 12, 2019
Submitted by Lee Bromberger

- A. CALL TO ORDER was made at 5:04 by Vice President Jay Williams. Present were board members Jay Williams, Amy Reichert, Michele Plank, Janet Schmitt, Lee Bromberger, and Library Director Laura Gest. Jeffery Pfannerstill and Briana Rasmussen were absent.
- B. PUBLIC COMMENT - there was none.
- C. MINUTES Reichert moved to approve November meeting minutes and Williams seconded. The motion carried.
- D. FINANCIAL AFFAIRS
1. A motion to approve the November bills was made by Williams and seconded by Bromberger. The motion carried.
- E. Status of the Budget was discussed and looks good.
Williams raised issue of rearranging budget lines for inclusion of RFID. Gest stated that RFID is going into corporate reserve and added that no new budget line is needed for equipment.
- Williams asked if we can purchase RFID tags from the supply budget; Gest responded that she wished to think about it and confer with Ryan Bailey.
- F. DIRECTOR'S REPORT
1. Statistics: Circulation is up about +5% for the year. Gest and Reichert each stated their approval of the circulation numbers.
 2. Monthly News
 - i. Craft projects bring in the adults. Claudia had 40 for one project in November.
 - ii. Gest stated that while we learned we did not receive a Potawatomi grant this year, we did learn that the award process is random.
 - iii. Gest received a second quote for our RFID system, this second one from Bibliotheca. Each line item is slightly higher, and since good reports about Envisionware have been received, we will stay with their quote.
 - iv. Peter has requested a basic laptop to use with the Promethean Board. Gest asked the Board if anyone had a problem with this request. None did.

- v. Gest spoke regarding a \$1,000 check from Phyllis Flory. A “Thank You” was written and mailed!
- vi. Gest remarked that Connie Meyer is retiring from the Library system on March 17, 2020.
- vii. Gest reminded all that “What You Saved?” is printed on the bottom of our library check-out receipts.
- viii. A WORK STUDY is in Laura’s future.

G. OLD BUSINESS - there is none.

H. NEW BUSINESS

- 1. Gest update the potential program room addition. The first bid, from KLM construction, came in at \$18,000 for the wall divider. The addition idea is moving slowly, and Gest is considering options.
- 2. The Director’s Evaluation has been postponed to January!
- 3. Discussion ensued, led by Gest, of continued consideration of proposed modifications to staff assignments to maximize staff potential. All members discussed.

I ADJOURNMENT - A motion was made at 6:47 p.m. by Williams and seconded by Reichert. The motion carried. The next meeting is scheduled for Thursday January 9th, 2020 at 5:00p.m.