

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on February 20th, 2020
Submitted by Brianna Rasmussen

- A. CALL TO ORDER was made at 5:00 p.m. by President Janet Schmitt. Present were board members Jay Williams, Lee Bromberger, Amy Reichert, Michele Plank, Jeffery Pfannerstill, Brianna Rasmussen and Library Director Laura Gest. Village Administrator Tim Rhode and staff members Heidi Bauer and Maria Papuk-Lund were present.
- B. PUBLIC COMMENT
1. Heidi Bauer wanted the opportunity to say goodbye to the library. She was grateful for the years and asked for consideration of a severance package.
 2. Maria also asked to consider a severance package.
 3. Both left at this time.
- C. MINUTES – Pfannerstill motioned to approve the January meeting minutes with the spelling correction. The motion was seconded by Williams. It carried.
- D. FINANCIAL AFFAIRS
1. A motion was made to approve the January bills by Williams noting to check/correct the duplicate amount. Bromberger seconded the motion and it carried.
 2. Status of Budget was discussed and looks good for the beginning of year.
- E. DIRECTOR'S REPORT
1. Statistics – numbers are up!
 2. Monthly News
 - i. Connie Meyer will be leaving the Bridges library system on March 18th. It has been announced Karol Kennedy will be her replacement.
 - ii. Full staff meeting on January 20th. Two EMT's trained staff on AED. Staff is not trained on Narcan.
 - iii. Wild Wisconsin Winter Web conference was in January.
 - iv. A boy scout reached out regarding an Eagle Scout project. He will be presenting next meeting to the board on his project to create a lego table. Request to have Peter attend the meeting.
 - v. The Village Administrator has hired a roofing consultant to get opinion on the roof. The roofing consultant will give a quote as soon as there is not snow on the roof. Water was leaking through one of the lights in the entry way.
 - vi. Laura met with the summer reading team. The plan will be like last year. Plans are in the works for another kickoff party in the park.
 - vii. Dabble Time was in the paper.

- viii. Up 5% in circulation! Pivot chart was presented showing the progress and growth.
- ix. HPL had 11,500 more checkouts in 2019. Also attendance for programming has greatly increased.
- x. Next week Laura will work on cross county reimbursement.
- xi. Laura had a complaint about someone using the History room who was being loud and disruptive. Laura will monitor.

F. OLD BUSINESS – there is none.

G. NEW BUSINESS

- 1. The library board was introduced to Tim Rhode the new Village Administrator.
- 2. Act/ Approve 2019 Annual Report
 - i. Pfannerstill made a motion, seconded by Plank. The motion carried.
- 3. Discuss and possible Action on Organizational Study Recommendations
 - i. Laura asked for any questions or concerns regarding the Organization Study. The board discussed.
 - ii. A motion was made on the below two recommended points from within the Organizational Study by Williams. Pfannerstill seconded.
 - 1. Based on the review of employee questionnaires, workload analysis, and investigating alternative processes there is an insufficient workload to justify the continuation of our technical services department. It is recommended that both positions be eliminated.
 - 2. HPL is currently operating with 10.6 FTE's, while the Waukesha County Standards require 9.0 FTE. By eliminating the entire department, we would not meet the requirements set out by the county, as well as not having the staff to expand our services. It is recommended that a full time Engagement Librarian position be created for a total of 9.6 FTE.
 - iii. Roll Call Vote
 - 1. Bromberger - yes
 - 2. Pfannerstill - yes
 - 3. Rasmussen - yes
 - 4. Reichert – yes
 - 5. Williams – yes
 - 6. Plank - yes
 - 7. Schmitt – yes

4. Bromberger moved to go into closed session and was seconded by Williams. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to consider and discuss the Technical Services compensation and to reconvene into open session pursuant to §19.85(2) for the purpose of considering any action as may be necessary and appropriate.
 - i. Roll Call Vote to move to closed session
 1. Bromberger - yes
 2. Pfannerstill - yes
 3. Rasmussen - yes
 4. Reichert – yes
 5. Williams - yes
 6. Plank - yes
 7. Schmitt – yes
5. Motion to reconvene was made by Pfannerstill and seconded by Plank.
 - i. Roll Call Vote to reconvene in open session
 1. Bromberger - yes
 2. Pfannerstill - yes
 3. Rasmussen - yes
 4. Reichert – yes
 5. Williams - yes
 6. Plank - yes
 7. Schmitt – yes
6. Consider and take any action deemed appropriate pursuant to the previously held closed session.
 - i. A motion was made by Pfannerstill based on reorganization that anyone who worked longer than 10 years will get 6 weeks severance pay with letters of recommendation. Anyone working under 10 years will receive 4 weeks severance with letters of recommendation. Seconded by Willams. The motion carried with one descending vote.

H. ADJOURNMENT – A motion to adjourn was made at 6:01 p.m. by Pfannerstill and was seconded by Bromberger. The motion carried. The next meeting is scheduled for Thursday March 12th, at 5:00 p.m.