

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on June 11th, 2020
Via- Zoom Call & In Person
Submitted by Brianna Rasmussen

- A. 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, Robyn Ludtke, Brianna Rasmussen and Library Director Laura Gest. We were joined by guest Grandma Guertin.
- B. PUBLIC COMMENT – there were none.
- C. MINUTES – Bromberger motioned to approve the May meeting minutes with the spelling correction. Plank seconded. The motion carried.
- D. FINANCIAL AFFAIRS
 - 1. Plank made a motion to approve the May bills and Williams seconded. The motion carried.
 - 2. Status of the budget was discussed along with concerns going forward regarding potential budget changes due to the current pandemic. The impact on the budget is unknown currently.
- E. DIRECTOR'S REPORT
 - 1. Statistics –
 - i. Hartland was the 3rd least library down in Circulation. Sad to say but good in a way.
 - 2. Monthly News
 - i. Ryan virtually presented his Hartland History talk to the 3rd grade class. The recording was saved and can be used in the future.
 - ii. Park and Rec will be using the back room as back up location if needed. Currently, they are hosting in the park. So far the turn out has not been good for them. We will advertise speakers the day before to maybe help with attendance.
 - iii. Peter has been working hard and has the Summer Reading Program ready to go! He has adult, teen and children programs set up online through the BeanStack App with paper versions available.
 - iv. Emily has been doing all cataloging along with her other tasks.
 - v. On June 11th there was an all staff meeting. Great to get everyone together to talk. Staff mentioned worried about cleaning. Signs have been created to notify patrons if desk/ table spaces have been sanitized after last use.
 - vi. Staff has been tagging like crazy and making great progress!
 - vii. Plan to still offer curbside pickup for those patrons interested.

- viii. There have been a lot of webinars available and Laura recently joined the Managing in a Time of Crisis webinar. Our staff has been one of our successes through this time and they have been wonderful!
- ix. We received a wonderful check from the Women's Club.
- x. Laura will wait to renew the Milwaukee Zoo pass at this time.
- xi. There will be no book sale this year.

F. OLD BUSINESS – there is none.

G. NEW BUSINESS

- 1. Act/ Approve Engagement Librarian Position
 - i. The board discussed the job posting description.
 - ii. Reichert moved to proceed with posting the job announcement of the Engagement Librarian position with the discussed corrections. Plank seconded the motion and it carried.

- 2. Act/ Approve Updated Safe Child Policy
 - i. The board discussed the suggested update to the Safe Child Policy.
 - ii. Reichert made a motion to accept and approve the change to the Safe Child Policy. Williams seconded and the motion carried.

- 3. Act/ Approve 2020 Waukesha County Library Standards
 - i. The board discussed.
 - ii. Reichert made a motion to approve the 2020 Waukesha County Library Standards. Ludtke seconded and the motion carried.
 - iii. President Schmitt signed the document.

H. ADJOURNMENT – A motion to adjourn was made at 5:40 p.m. by Bromberger and was seconded by Plank. The motion carried. The next meeting is scheduled for Thursday July 9th, at 5:00 p.m.