

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on July 9th, 2020
Via Zoom Call & In-person
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:03 p.m. by President Janet Schmitt. Present were board members Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke, Brianna Rasmussen and Library Director Laura Gest.
- B. PUBLIC COMMENT – there were none.
- C. MINUTES – Plank moved to approve the July meeting minutes and was seconded by Ludtke. The motion carried.
- D. FINANCIAL AFFAIRS
1. Williams motioned to approve the July bills and Bromberger seconded. The motion carried.
 2. Status of the budget was discussed – we are doing good.
- E. DIRECTOR’S REPORT
1. Statistics
 - i. Considering the current pandemic, they are not too bad.
 2. Monthly News
 - i. The County appointments for the board are staying until 2023.
 - ii. The Virtual Trustee Dinner is on Oct. 1st and invitations will be out soon.
 - iii. It feels really slow partly because of the lack of people and children in the building due to social distancing.
 - iv. Summer reading is online as well as paper version. Some have preferred the paper copy.
 - v. Tagging is going fast. Only have DVDs and Non-Fiction left to tag. Great progress!
 - vi. Discussed starting small programs in August. A book club would like to get together. There is an interest in a basic computer class and Laura will keep us posted on that. Also, planning to start programs for those looking or hunting for a job.
 - vii. Mary and Sue have switched up the “make and take it” to “take it and make”! Great idea!
 - viii. Curbside numbers have gone down.
 - ix. Working on a budget. Laura will send out prior with changes noted so we have time to work through any questions or changes.

- x. Laura presented a plan for if a staff member tests positive for COVID-19 including communication on how to handle and who to contact.
- xi. Laura has some great ideas for uses for the money from the Block Grant from Bridges. Looking at buying a cricut machine to use for future programs, an outdoor movie projector for patrons to check out, and a speaker on customer service at the next staff in service.
- xii. Interviews next week for Engagement Librarian. Peter and Darlene (Village Clerk) will be sitting in on the interviews with Laura.
- xiii. Laura is working on creating job descriptions for our library staff roles to pass along to the village as they move to pay for performance instead of cost of living. We need to evaluate our current pay. Discussed looking at where we stand competitively and how we may be able to adjust. Laura will research and begin a comparison on our pay with those in our system.
- xiv. Janet asked for an update on the status of the eagle scout project. He is starting back up to work on it and has touched base with Laura.

F. OLD BUSINESS – there is none.

G. NEW BUSINESS

- 1. Act/ Approve Return to full hours in August
 - i. The board discussed moving to opening full time back to 8pm or 7pm.
 - ii. We will remain with our current COVID-19 hours.

H. ADJOURNMENT – A motion to adjourn was made at 5:57 p.m. by Ludtke. Plank seconded and the motion carried. The next meeting is scheduled for Thursday August 13th, at 5:00 p.m.