

Minutes of the Hartland Public Library
Board of Trustees
Regular meeting on August 13th, 2020
Via Zoom Call & In-person
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:04 p.m. by President Janet Schmitt. Present were board members Amy Reichert, Jay Williams, Lee Bromberger, Brianna Rasmussen and Library Director Laura Gest.
- B. PUBLIC COMMENT – there was none.
- C. MINUTES –Williams made a motion to approve the July meeting minutes and Bromberger seconded to approve the July meeting minutes. The motion carried.
- D. FINANCIAL AFFAIRS
 - 1. Bromberger motioned to approve the July bills and Rasmussen seconded. The motion carried.
 - 2. Status of the budget was discussed – it is superb.
 - i. Hoping for more opportunities for staff development.
- E. DIRECTOR’S REPORT
 - a. Statistics – our WIFI is way lower than normal.
 - b. Monthly News
 - i. Trustee training week is coming up - August 24-28.
 - ii. Working on the budget has been a big job this month.
 - iii. Whitewater rolled back to curbside service due to increase in COVID-19 cases. Our goal is to try to stay open as much as we can unless we have a sickness on staff.
 - iv. Foot traffic is light and people are being brief with their stops.
 - v. Village Hall is ready to go remote at any time. Laura is set up to work from home so that is good.
 - vi. Programs in August were light on attendance. The headshot program went well with sign ups. Working on a program about cutting the cable and what options are available.
 - vii. We have the new movie projector. It has been tested and approved and will be available so it can be checked out. Emily and Laura are working on a trivia night!
 - viii. Peter and Laura are working on school stuff. Stocking up on resources for home schooling. Considering a virtual family facebook group moderated by the library.

- ix. Laura bought 5 more hotspots that can be used.
- x. Summer reading is over. Appreciate Peter's extra work in providing the paper copy of the reading program.
- xi. Tagging is close to being done – just a small section left to tag! Very exciting.
- xii. It's time to start thinking of Santa and the potential of him doing a Zoom. Teaser trailer. Laura will start working on and touch base with Peter on the technological side of it.
- xiii. Emily has been taken on as the full time Engagement Librarian. Started full time on August 1st. Truly a difficult decision with some great candidates.
- xiv. Will be closing early for a full staff meeting for August 25th – purchased a speaker through bridges on Customer Service. Will come out of bridges grant.
- xv. Staff appreciation party working through options and thoughts.

F. OLD BUSINESS – there is none.

G. NEW BUSINESS

- a. Act/Approve Plan for School Closures
 - i. Discussed the plan for if schools closed.
- b. Act/Approve Staff Appreciation Plan
 - i. Paid time off for some of the part-time employees who worked and helped with tagging up to 20 hrs a week.
- c. Discuss 2021 Library Budget
 - i. Looked through and looks good.
- d. Act/Approve Library Staff Pay increases
 - i. Bromberger motioned to move to a closed session per WI stat. 19.85(1)(c): considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. For the purpose of staff evaluation. Following closed session, the Library Board may either adjourn or reconvene in open session if there is any action to be taken in open session other than adjournment.
 - ii. Vote to move to closed session
 - 1. Rasmussen - Yes
 - 2. Reichert - Yes
 - 3. Williams - Yes
 - 4. Schmitt – Yes
 - 5. Bromberger - Yes
 - iii. Vote to move out of closed session.
 - 1. Bromberger - Yes
 - 2. Rasmussen - Yes

3. Reichert - Yes
4. Williams - Yes
5. Schmitt - Yes

H. ADJOURNMENT – A motion to adjourn was made at 6:16 p.m. by Bromberger. It was seconded by Williams and the motion carried. The next meeting is scheduled for Thursday September 10th, at 5:00 p.m.