

Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on Thursday, November 11, 2021  
Submitted by Michele L. Plank, Secretary

- I. A CALL TO ORDER was made at 5:01 by President Lee Bromberger. Present were Trustees Amy Reichert, Jay Williams, Lee Bromberger, Michele Plank, Robyn Ludtke, Kim Khoury and Library Director Laura Gest. Trustee Dawn Nelson arrived at 5:08. No public attendees were present.
- II. PUBLIC COMMENT – none
- III. MINUTES – Williams motioned to approve the October minutes and Reichert seconded. Khoury abstained. The motion carried.
- IV. FINANCIAL AFFAIRS
  - a. A motion to approve the October bills was made by Williams and seconded by Plank. The motion carried.
  - b. Status of the budget
    - i. Plan for remaining funds from 2021 budget
      1. Server and switch replacement
      2. Book drop replacement
      3. LED lighting + diffuser replacement
      4. New book carts
- V. DIRECTOR'S REPORT
  - a. Statistics
  - b. Outreach
    - i. Monster Bash successful
    - ii. Merton student project + donation
    - iii. Food drive for Holiday train
  - c. Staff Updates
    - i. Emily + Andy: attended + hosted Memory Cafes
    - ii. Peter: Indoor story time has resumed
    - iii. Peter: Newbery Selection will be virtual
  - d. Buildings + Grounds
  - e. Miscellaneous
    - i. Laura + Ryan: Reviews have been completed
    - ii. Roku available for checkout (4)
    - iii. Additional passes coming: Betty Brinn + Boerner Botanical
    - iv. Laura, Emily + Andy: WLA conference November 16-19
    - v. December 11, 2022 125th anniversary of the library: Marketing campaign
    - vi. Library recipient of memorial donations for Catherine Moran
    - vii. Donation for \$500
    - viii. Year in review
  - f. Trustee Essentials #2
    - i. Discussion around invoices + procedure
    - ii. Discussion around staff input on director evaluation

iii. Clarify steps to drafting Library Budget

VI. OLD BUSINESS

- a. Discuss/Revise Hartland Library Bylaws
  - i. Motion to adopt Hartland Public Library Board of Trustees Bylaws made by Ludtke and seconded by Reichert. Motion passes. (Exhibit A)
- b. Discuss/Revise Meeting Room Policy
  - i. Motion to adopt revisions to Meeting Room Policy made by Ludtke and seconded by Reichert. Motion passes. (Exhibit B)
- c. Discuss/Revise Code of Conduct Policy
  - i. Motion to review revisions to the Hartland Public Library Code of Conduct at the December board meeting made by Reichert and seconded by Williams. (Exhibit C)
- d. Act/Approve Logo redesign
  - i. Motion to use 99 Designs for the new Hartland Public Library logo made by Ludtke and seconded by Reichert.

VII. NEW BUSINESS

- a. Act/Approve 2022 Bridges Library System & CAFE agreement
  - i. Motion to approve the 2022 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements made by Ludtke seconded by Nelson. Reichert abstained.
- b. Director Evaluation -
  - i. Roll call vote to convene to closed session at 7:30 pm. President Bromberger - aye, Williams - aye, Ludtke - aye, Reichert - aye, Plank - aye, Nelson - aye, and Khoury - aye.
  - ii. Reichart motioned and Williams seconded to reconvene to open session. Roll call vote to convene to open session at 9:05 pm. President Bromberger - aye, Williams - aye, Ludtke - aye, Reichert - aye, Plank - aye, Nelson - aye, and Khoury - aye.
  - iii. Reichert motions and Plank seconds to recommend a 4% increase of the library director annual salary to the acting village administrator. The motion passes.

VIII. ADJOURNMENT – A motion to adjourn was made at 9:08 by Ludtke and it was seconded by Nelson. The motion carried. The next meeting is scheduled for Thursday, December 9, 2021 at 5:00 pm in the Bark River Room in the Hartland Public Library.