

Minutes of the Hartland Public Library  
Board of Trustees  
Regular meeting on February 11<sup>th</sup>, 2021  
Via Zoom Call & In-person  
Submitted by Brianna Rasmussen

- A. A CALL TO ORDER was made at 5:08 p.m. by President Janet Schmitt. Present were board members Janet Schmitt, Amy Reichert, Robyn Ludtke, Jay Williams, Lee Bromberger, Michele Plank, Brianna Rasmussen and Library Director Laura Gest.
  
- B. PUBLIC COMMENT – there was none.
  
- C. MINUTES – Reichert made a motion to approve the January meeting minutes and was seconded by Williams. The motion carried.
  
- D. FINANCIAL AFFAIRS
  - 1. Plank motioned to approve the January bills. Rasmussen seconded and the motion carried.
  - 2. Status of the budget was discussed.
  
- E. DIRECTOR’S REPORT
  - a. Statistics
    - i. January 2021 was a 10% decrease from January 2020.
  - b. Monthly News
    - i. Laura spoke with Carol about the 205 account and was told most libraries keep 20 -30% of their operating budget.
    - ii. We have a new volunteer from Arrowhead. He has done some light dusting.
    - iii. There was a big Polaris update this month and it is good to go now.
    - iv. Matt from DPW was over installing lights to replace the current ones. He helped move and reconfigure our shelves. He is building and Peter is filling; this is going well.
    - v. Winter web conference went well.
    - vi. Laura is going to buy a new door counter. She is researching options.
    - vii. First summer reading meeting for 2021. Starting to talk about options. People seem comfortable with having events at the park.
    - viii. We bought a movie license for the entire year. Great deal and we will team up with Parks Department to have some movies in August, September and October.
    - ix. The annual report is done. The hours of operation was tricky this year due to pandemic and adjusting.

- x. Two staff members are going on international vacations. Laura has strongly encouraged the team members to quarantine once they return for precautionary measures.
- xi. For the first time Laura had an interaction with a patron that ended with a police call. The police were very helpful.
  - 1. The board discussed current safety and what updates may be needed.
- xii. There was an issue with a frozen toilet in the Women's restroom.
- xiii. No longer quarantining books for 24 hours. We will be the 7<sup>th</sup> bridges library to stop quarantining books.
- xiv. Laura picked out carpet on Tuesday. They will be here in time for March.

#### F. OLD BUSINESS

- a. Donor recognition on website
  - i. There is already a form on our website so Laura is going to look into updating the format.

#### G. NEW BUSINESS

- a. Act/Approve 2020 Annual Report
  - i. Reichert moves to approve the 2020 Annual Report and Bromberger seconded. The motion carried.
  - ii. President Janet signed the Annual Report.
- b. Review Library Behavior Policy
  - i. Laura asked to change the name from Behavior Policy to Code of Conduct.
  - ii. Laura presented updates to the Behavior Policy/Code of Conduct and options for adding verbiage.
- c. A motion was made by Reichert to adopt the revisions, the change of name from "Behavior Policy" to "Code of Conduct" and the addition of "Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the Library and/or arrest. Any patron whose privileges have been denied by the Library Director may appeal the decision to the Hartland Library Board of Trustees." Ludtke seconded and the motion carried.
- d. Discussed different options for enforcing and creating an incident report.
  - i. Binder with documentation of incidents.
  - ii. Printed out Code of Conduct verbiage for staff to readily provide verbiage if needed.
  - iii. Make sure clear chain of command.

ADJOURNMENT – A motion to adjourn was made at 6:16 p.m by Reichert. It was seconded by Plank and the motion carried. The next meeting is scheduled for Thursday, March 11<sup>th</sup>, 2021 at 5:00 p.m.