

Hartland Public Library
Board of Trustees Meeting Minutes
February 26, 2017

Present: Staff: Nancy Tusinski; **Trustees:** Bonnie Sargent, Colleen Lannon, Laura Bergstresser, Julianne Harden.

The meeting was opened at **7:25 pm**.

1. **Review/Update Agenda.** No changes were made to the agenda.
2. **Public Comment.** There was no public comment.
3. **Secretary's Report.** The secretary's reports for November, December, and January were reviewed and accepted by the Board.
4. **Treasurer's Report.** Two-thirds of the way through the year, total expenses are tracking slightly under budget (at 60% of the annual budget).
 - a. **Discussion:** As of this report, payments for cleaning services are now being charged to a library account, though the money that has been budgeted by the Town for library cleaning is not reflected in that report. We will clarify our understanding with the Town Office that the money previously paid by the town, and budgeted by the town, for cleaning the library will be transferred to our budget. Nancy also noted that she has elected not to take the Town's health insurance.
 - b. **Special Accounts Update:** We have spent down the Pushing the Limits grant. The furniture for the youth room, paid for by the Hedwig Winans Memorial Fund, has been ordered and should be arriving soon. The monthly fee for the program that Katie is using for posters/signs (Canva) is coming out of the Mascoma Bk Publicity Grant. Books relevant to aging will be purchased out of the Ottauquechee Health Fund and will correspond with Aging in Hartland programming.
5. **Librarian's Report.** *Programs:* The TED Café program ("How to Have Better Political Conversations") was well attended and was featured in a VT Standard front-page article. Children's programs this past month: weekly story times and craft programs, including a Valentine Craft. During Feb. break, kids made Shrinky Dinks and watched a "bring your lunch" movie. *Upcoming Programs:* we are partnering with Hartland Community Arts to develop a program for poetry month in April. Nancy is working on dates and speakers for fall programs for the WWI in America grant. She also met with the Education Committee of Aging in Hartland to develop program ideas, which will include an internet safety course and a Moth Radio-type storytelling program. Beck Tench from the Univ. of Washington has applied for an ALA Futures of Libraries Fellowship to work with our library (one of three in the country) in developing

programs and design spaces that support mindfulness and contemplative practice. *Facilities:* Nancy has completed a computer inventory of all library computers and their ages (including some refurbished computers whose age is difficult to calculate) and is designing a technology plan for the library to upgrade/replace dated equipment. *Electronic Information:* staff is still working to fix with issue with gmail and the director email address; we will be transitioning to Google apps (free for nonprofits) so this issue won't happen again. The copier can now scan to email— free for all patrons. In addition, the Gale databases offered by VTLIB are now open to anyone in Vermont, and Heritage Quest, a genealogy database offered by VTLIB can be accessed by patrons from our webpage using their library cards. We will advertise this information. *Fundraising and Donations:* The Annual Appeal to date has brought in \$8,717, bringing our total in that Special Fund to \$13,949.50.

6. **FY18 Budget:** Our FY18 Budget, as presented to the Select Board, was accepted and will be voted on at Town Meeting, as part of the overall town budget. The library will open at noon on Town Meeting day so that staff can attend the meeting.
7. **Dog Policy Review.** We reviewed the dog policy.
8. **Cleaning Update.** We have hired Sarah Paine for a one-year contract. She has been billing the town office, but since we are supervising the work, we'd like to have a copy of her invoices. Nancy will request this from the Treasurer. For the next budget cycle (FY19), we might consider increasing the number of hours/budget for cleaning, or budgeting money for additional seasonal cleaning needs.
9. **Maintenance Update:** There are some maintenance issues that need attention. We will create a list, prioritize it, and take it to the Select Board (with pictures). A list of painting needs is also needed. The tentative plan is to take information this to the Select Board at their April meeting.
10. **Library Amazon Account.** Amazon offers a pay-in-full credit line for libraries, schools, and government institutions to place orders, receive an invoice, and then pay based on the invoice. Nancy checked in with Bob Stacey, who said that this payment structure would be acceptable to the Town.
 - a. A motion was made for the library to apply for an Amazon pay-in-full credit line. The motion passed.
11. **Social Media Policy.** The library currently has Facebook, Twitter, Instagram, and Pinterest accounts. However, we have no current social media policy. A social media policy would state how the library will moderate comments on social media, which staff will post on social media, and how the use of social media fits with the library mission. Nancy has a few examples of social media policies from other libraries and will be viewing a webinar on this subject. She will bring a draft policy to the board at the next meeting.

12. March Meeting: The next meeting is scheduled for March 26 at 6:30 pm.

The meeting was adjourned **at 8:46 pm.**