

Hartland Public Library Board of Trustees Meeting Minutes
Jan 25, 2017

Present: Trustees: Kristi Clemens, Sarah Stewart Taylor, April Doherty, Julianne Harden
Absent: Laura Bergstresser Staff: Nancy Tusinski

Meeting called to order at 8:55 am

- a. No corrections to the agenda
- b. Sarah moved to accept last month's minutes, Kristi seconded, and the minutes were accepted unanimously by voice vote.
- c. No public comment
- I. Directors report accepted
- II. Financial report was accepted. Deb Ormison is leaving her job as Treasurer, and Dennise will be called to do extra duty just as she assumes more responsibility at her job in the library.
- III. New business
 - a. The letters announcing having to cancel the plans for the new bathroom were met with understanding, votes of confidence, and more donations. Kristi is going to draft a letter of thanks or acknowledgement to our patrons to submit to some public forum, as a letter to the editor or an email on the listserv or posted on the HPL web page.
- IV. Old Business
 - a. The Front Door: Three companies have submitted quotes. They are all close, but differ in whether the door will be factory painted or painted before installation. Sarah moved and Julianne seconded that we chose Commercial Door of Williamstown, VT, to install a glass and steel door painted Luxurious Red
 - b. Nancy has hired Celeste Pfeiffer to be our new Publicity and Outreach Coordinator. She has extensive library experience, is working for her MLIS. She was hired for the top of the salary range commensurate with her experience.
 - c. The HPL Policy Handbook review continues. We agreed to these changes:
 - d. We will incorporate to Health benefits as written in the minutes from April 23, 2017 for full time employees;
 - e. We will separate Personal and Bereavement Leave to parallel the policy Handbook of the Town of Hartland. Our policy handbook will reiterate that Personal days will be pro-rated;
 - f. We will copy the Bereavement Leave from the Town Policy Manual;
 - g. We will drop Comp time since it is no longer offered by the Town and we have only one salaried employee.;
 - h. We will extend the evaluation period from three months to six.;
 - i. We will change the last sentence under the heading General to read: "Any policy issue not covered by the HPL Personnel Policy

Handbook and not covered by the Town of Hartland Personnel Policy will be resolved by the HPL Board of Trustees.

- V. We adjourned at 10:07
- VI. Our next meeting is Thursday, February 22, at 8:30 am