

Hartland Public Library Board of Trustees Meeting Minutes  
March 26, 107

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

The meeting was called to order at 7:44

1. Welcome to new trustees and expressions of loss for those who left.
2. Electing new officials, all by unanimous vote:  
Chair: Kristi Clemens  
Treasurer: Laura Bergstresser  
Secretary: April Doherty
3. Review of agenda. Added: The possibility of adding to the bylaws the exclusion of library staff on the Board of Trustees.
4. The minutes of the last meeting were accepted with two abstentions. Short discussion on the posting of minutes, which must be in three public places (the Library, Damon Hall, and the Post Office in North Hartland are the current posting sites), and online at the library website within five (5) days.
5. Nancy Tusinski presented the financial report. The new trustees were brought up to date on the accounting methods: The lines include the money spent as a percentage of the budgeted amount. The fiscal year ends at the end of June. A few lines are underspent and Nancy is spending the allocated funds. The library budget now includes a line to pay the cleaning service, and the Town of Hartland is transferring funds to cover this line. No money from allocated Library funds is going toward the cost of cleaning. Although the line for Juvenile books is spent, the books ordered ahead are still arriving on schedule. Deb is looking into updating an amount on the Memorial Fund Expense which is showing as zeroed out because of our particular accounting process. Our Special Accounts show \$14,000 from the fund raising done before. The Hedwig Grant shows the rug in the children's room paid for but the furniture is not.
6. Nancy's director's report was accepted
7. Discussion on adding the tech tutor as a line item in the next budget. Stephen Angell is booked for the next month, a very popular and appreciated program.
8. Discussion of the Open Meeting Law, which makes it illegal to have any discussion of any Library Board business via email, telephone or in person that includes a quorum, in our case three (3) members, because it is a de facto meeting which has not been warned. We will not use email for any discussions of Board business to prevent any misunderstandings.
9. Review of the Table of Responsibilities Nancy supplied from the Connecticut Library Association. We agreed to review the chart, especially the responsibilities of the Board, to discuss at our next meeting.
10. Discussion of the presentation of the agenda 48 hours before the meetings of the board. Kristi will now present the agendas as the Director is not officially on the board.

11. We agreed to meet on the last Sunday of each month at 4 pm at the Library.
12. We agreed to change the wording of our meeting times in the bylaws to meeting once a month rather than have to change the bylaws each time a new board convenes.
13. Nancy updated us on the estimates received for turning the Community Room closet that abuts the existing bathroom into a second bathroom. Only a few estimates have come in, but they are running high, as high as twice the expected amount.
14. Nancy thinks we may not have to include precluding staff from the Board in the bylaws because the VLA may have already included that.
15. Nancy agreed to make up new bylaw binders for all the Board so that we all have the same set of information.
16. The next meeting will be a week earlier than originally planned, on Sunday, April 23, at 4 o'clock.

The meeting adjourned at 7:53 pm

Respectfully submitted.  
April Doherty