

Hartland Public Library Board of Trustees
Meeting Minutes
April 23, 2017

Present: Trustees: Kristi Clemens (Chair), Laura Bergstresser (Treasurer), Sarah Stewart Taylor, April Doherty (Secretary) Staff: Nancy Tusinski (Library Director)

The meeting was called to order at 4:00

1. Review of agenda. Added: Submitting maintenance to the Select Board was added to the agenda
2. Minutes. Nancy gave April a copy of the rules for taking minutes. Laura moved to accept the minutes of the last meeting with changes. Seconded and passed unanimously by voice vote.
3. April moved we accept the Director's Report, which was seconded and passed unanimously by voice vote.
4. Nancy reported that the screens on the windows in the back of the library were torn again. We decided that going forward, the staff will call the police and the town manager. Nancy is going to ask the Town Manager for a copy of the email he sent to the State Police to report the incident so we have a record. We discussed the possibility of borrowing a game camera to mount in the back, much as the State Police lent us a camera to set up in the office after the burglaries several years ago.
5. New business: Kristi moved that to achieve equality with other town employees, these benefits be added to the Library Director's package: life insurance, accidental death and long term disability insurance, Eye Med, and prorated personal days. Seconded and passed unanimously by voice vote.
6. For the Director's three-month review, Kristi is going to circulate a short form for staff to fill out and submit anonymously on Nancy's performance. The board will review the submissions and go into executive session next meeting.
7. Nancy reported that the message function of the telephone system is now working. The system is old and may need replacing. It cost about \$2300 about ten years ago.
8. Laura suggested that everyone read the library section of the town plan; all reviews must be completed by May 15.
9. The Board will ask the Select Board at the May 15 meeting to provide a more transparent process for our requests for maintenance and some way of getting a timeline for those repairs. The air filtering system needs a thorough servicing. At earlier Select Board meetings, replacing the roof or part have the library roof has been discussed but no motions were made.
10. Old Business: The good news is that the fan in the bathroom is working again. The bad news is that the codes for upgrades in public buildings was changed in 2010, which has made a big change to the project of putting in a second bathroom. Now the price of a new toilet and sink has risen to \$24,994, a prohibitive price. Kristi is going to check the wording on the appeal letter before the board can make a decision on how to proceed.

11. Sarah moved to accept the change to 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. Seconded and passed unanimously by voice vote.
12. Nancy announced that the entire state of Vermont is going to Versa cataloguing, a system that talks to KOHA, making the catalogues of every library available for clients to borrow items via the internet. KOHA is continuing its upgrade.
13. Laura moved to adjourn at 6:04.

Respectfully submitted.
April Doherty