

Hartland Library Board of Trustees Meeting -- November 30, 2017

Present: Nancy Tusinski, Kristi Clements, Julianne Harden, Laura Bergstresser, Sarah Taylor

The meeting was called to order at 8:44 am

Laura motioned that we approve October minutes. Sarah seconded. Minutes were approved

I: Director's report was presented.

III: Financial Report was presented.

IV: New Business

a. Library Reserve Account

The selectboard has asked the board of trustees to consider using library reserve funds to pay for repairs to the library building, which would usually be paid for out of the general fund. After some preliminary discussion on this issue, Kristi made a motion to ask Nancy to get an estimate for replacing the front door. We will be paying for this out of reserve funds. The discussion about the reserve account and other building repairs will continue. Laura seconded. The motion was approved.

B. Nancy gave quotes for new digital projectors. A Dell projector for the ceiling is \$527.99. The portable projector will be \$362.99. Kristi made a motion to purchase the projectors from the Google Videoconferencing grant. Laura seconded. The motion was approved.

C. Holiday bonuses. Kristi made a motion that we take \$300 from the annual appeal account to provide small cash bonuses. Julianne seconded. The motion was unanimously approved. Kristi made a motion that we also take \$100 from the appeal account to provide lunch for the staff retreat. Laura seconded. The motion was unanimously approved.

V. Old Business

a. Nancy presented the budget.

b. Kristi has written a letter regarding the annual appeal fund and the bathroom project. Nancy is preparing mailing labels. The letter will go out before the end of the year.

c. Job descriptions. Sarah made a motion that we approve the new job descriptions for the head of circulation and children's librarian. The motion was seconded by Julianne and approved unanimously.

d. Library policy manual review. Pages 7-14

We decided to make the personnel manual separate from the library manual. The first sentence of the "Salaries" section will be deleted and changed to: "Salaries will be determined by the board of trustees."

Policy will be changed to read: "Health and all other benefits will be available to all full-time employees working at least 30 hours a week."

Under the holiday section, the manual will be changed to: "On the day before Thanksgiving, Christmas Eve day and New Year's eve day the library will close at 3:00 pm. Staff scheduled to work that day will get holiday pay for work hours scheduled after 3:00 pm. If Christmas Eve or New Year's Eve fall on a Saturday, the library will be open regular hours."

Sarah made a motion to approve the above changes to the policy manual. Julianne seconded. The changes were unanimously approved.

The meeting was adjourned at 10:28 am