

Hartland Library Board of Trustees Meeting Minutes - UNAPPROVED -- August 31, 2017
Submitted by Sarah Stewart Taylor

The meeting was called to order at 8:38 am

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

The board approved the minutes from the July meeting.

Nancy presented the director's report and reviewed the budget with the board. (See attached.)

Under new business, Nancy updated the board on the basement flood at the library. On August 15th, she came into work to find that a coil on the HVAC unit had malfunctioned, causing a flood in the basement. Nancy and Dave were able to shut off the water and Nancy and Lou cleaned up the basement.

Dave informed the board that he has been in touch with ARC Heating and that their recommendation is to replace the coil, and not the entire system. Replacing the coil will cost \$3,123 and will likely buy us a few years. But the board talked about the reality that the entire system will need to be replaced in a few years. Dave informed the board that that will cost about \$45,000 and so we need to start planning ahead and perhaps fundraising.

The board discussed budgeting for this and agreed that if we end up fundraising for this capital expense, it will be important to communicate that this is an unusual situation. Dave explained that the town is facing a number of capital expenses right now and that it would be impossible to come up with the \$45,000 out of town accounts. Dave and Nancy will look into grants that might help with this expense.

The board voted unanimously to move ahead with replacing the coil and to begin the process of budgeting/fundraising for the eventual replacement of the HVAC system.

Nancy updated the board on the assistant director search and at 9:21 the board went into executive session to discuss a personnel matter.

At 9:42 the board came out of executive session. Nancy explained that she would like to change the job description from "assistant director" to "head of circulation" and the board voted unanimously to make this change. Nancy will update all who have applied so far.

The board discussed purchasing and planting a tree to recognize the work of Theresa Gregory, who recently left the library after 18 years of service. Board members will gather more information and coordinate this project with the town.

The board tabled discussion of the policy manual until the next meeting.

Nancy agreed that she and Dave will talk to the town's lawyer to ask about the bathroom fundraising proceeds to make sure that we are using those funds properly.

The meeting was adjourned at 10:00 am.