

Hartland Public Library
Board of Trustees Meeting Minutes
April 24, 2018

Present: Trustees: April Doherty, Laura Bergstresser, Sarah Stewart Taylor, Julianne Harden; **Staff:** Nancy Tusinski

The meeting was opened at **1:06 pm**.

1. Call Meeting to Order.

- a. **Corrections/Additions:** Additions to the agenda: Future Energy Audit, Financial Report.
- b. **Approve Minutes.** Laura made a motion to correct section III. a Personnel Policy to read as follows: "to calculate library employee personal leave based on a 4-day work week, to match the way sick leave and bereavement leave are currently calculated for library employees." Sarah seconded. Motion passed. April made a motion to accept the minutes of the last meeting; Sarah seconded. Motion passed.
- c. **Public Comment.** No public comment.

2. Library Director's Report (Attached). Nancy presented an overview of upcoming summer programs; building update; and staff development.

3. Financial Report. The Friends of the Library are paying for a consultant to help Amy weed the children's collection. The library received an anonymous \$1000 donation this week, which will go into the Library Fundraising Appeal special account.

4. New Business:

- a. **Meeting Room and Equipment Room Policy.** In the library policy manual, the same requirements for the Community Meeting Room currently apply for the upstairs Conference Room, even though it is used differently by the public, such as for private groups (e.g. tutoring, proctoring exams). The current policy also limits any group to use a meeting room once per month, which is also not consistent with current use. Nancy will draft a revision to the policy manual and present it to the Board next month.
- b. **Energy Audit.** No action taken.

5. Old Business.

- a. **Board of Trustees By-Laws.** Sarah made a motion to add the position of vice chair to the Board By-Laws (Article 3.4.B), along with the following description: "The vice chair in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair." April seconded. Motion passed.
- b. **Election of vice chair:** Julianne nominated Sarah Stewart Taylor to be vice chair. Colleen seconded. Motion passed.

- c. **Personnel Policy Manual.** The Board reviewed a document presented by Nancy in which all of the changes that have been discussed in previous meetings were compiled.
 - d. **Lara Keenan.** Lara will come to our May Board Meeting. Nancy asked Board members to email suggested topics for the discussion.
- 6. Executive Session:** Julianne moved and Sarah seconded a motion to go into Executive Session at 2:23pm to discuss personnel issues. Colleen made a motion to exit Executive Session at 2:44p.m., which was seconded by April. Decision: award a merit bonus of a one-time additional vacation day to the Library Director for this calendar year.

April moved to adjourn the meeting **at 2:45 pm.**

Next regular meeting: May 29, 2018, at 1:00pm

Submitted by Colleen Lannon
April 25, 2018