

Hartland Public Library Board of Trustees Meeting Minutes Tuesday 26 June 2018 at 1:00 pm

APPROVED

Present: Trustees: Laura Bergstresser, Sarah Stewart Taylor, Colleen Lannon (via conference call); Staff: Nancy Tusinski

I. Call Trustee Meeting to Order. SST called the meeting to order at 1:11pm.

a) Corrections and additions to the Agenda. Addition to the Agenda: Nancy added a

New Business item regarding the Library Service Fund (IIIe, below). b) Approve minutes. LB moved to approve the May 29th minutes. CL seconded. SST,

LB, CL voted in the affirmative. c) Public Comment. No public was present.

II. Library Director's Report (attached). Trustees thanked NT for sending the Director's report in advance of the meeting. The list of donations from our friends group highlights their positive contributions to the HPL. We are pleased to learn Amy M has been chosen by the Vermont Humanities Council to select a discussion book.

III. New Business

a) Amy McMullen, Hedwig Winan fund request: Amy M requests Magbrowz lucite book displays for picture books in children's area to be paid for from the Hedwig Winan Fund. These displays allow children to see the covers of books while browsing, rather than the spines. She would like 2 small trays, 6 small bins, and 8 large bins for a total cost of \$1,223.95. This would leave approximately \$4,700 in the fund. The request is in keeping with the purpose of the Hedwig Winan fund. CL moved that the Board of Trustees approve the request for \$1,223.95 to purchase Magbrowz for the children's section. SST seconded. SST, LB, CL voted in the affirmative. b) April Doherty, presentation of information about board attendance policy: Tabled

at 1:25pm due to April's absence. c) Laura Bergstresser, presentation of draft calendar of board business: LB presented

draft calendar created by CL and LB. Calendar provides guidance for scheduling necessary annual tasks and should be used to assist in the creation of monthly BOT agendas. In this context, SST raised discussion of including a BOT report in the annual town report in addition to the Library Director's report. Revised calendar will be sent to all the trustees for review, discussion, and possible adoption at our next meeting. d) Sarah Stewart Taylor, new board member email addresses: SST has created email

accounts for the five trustees. The format for the addresses is "libraryBOThartlandVT1@gmail.com" with the numbers 1 through 5. Discussion of how the addresses will be assigned concluded with 1 for the chair, 2 for the vice chair, 3 for the secretary, 4 for the treasurer, and 5 for the remaining trustee. This will require some annual adjustments, but will ensure that the relevant documents

will stay with each office. It is hoped that trustee email accounts will be a way to ensure that BOT information and decisions are easily available to future trustees. SST moved that the Board of Trustees use board-assigned email addresses rather than personal email addresses for all board business. Colleen seconds. LB, SST, CL voted in the affirmative. e) Nancy Tusinski, Library Services Fund: The Library Services Fund (initiated in 2008)

is no longer used as originally designed. It is used to pay wages for Tech Tutor position created following a successful fundraising appeal. These wages should come directly for Fundraising Appeal Fund. SST moved that the Board of Trustees approves spending down the Library Services Fund to pay wages to the Tech Tutor and then paying the Tech Tutor directly from the Annual Appeal Fund. LB seconds. CL, SST, LB voted in the affirmative.

IV. Old Business

a) Personnel Policy: Trustees had received a summary of Personnel Policy changes for final review prior to meeting. LB moved that the Board of Trustees approve the Hartland Public Library Personnel Policy changes as presented. CL seconded. LB, SST, CL voted in the affirmative. So adopted. Hard copy will be dated and presented for signatures at next meeting. b) Update on Library Roof: Roof work will move forward with the new fiscal year. The

RFP states that work is to be completed by October. All of the roof except the portion over the children's section is to be completed. Portion over children's section may be completed this year but, if it is not, is to be completed next fiscal year.

Laura moved to adjourn the meeting at 1:59pm.

Next regular meeting: Tuesday 31 July at 1:00 pm

Submitted by Laura Bergstresser