

Hartland Public Library
Board of Trustees Meeting Minutes
Tuesday 31 July 2018 at 1:00 pm

APPROVED

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

I. Call Trustee Meeting to Order. Meeting called to order by Julianne at 1:04.

- a) **Corrections/Additions to Agenda:** Correction: the sculpture discussion was removed since the individuals have decided to approach the Rec Center and the Community Garden. Additions to Old Business: Review Revised BOT Calendar; Email addresses for Board Members
- b) **Approve minutes.** Sarah Stewart Taylor moved that we accept the Minutes of the 7 June 2018 Meeting. Motion passed.
- c) **Approve minutes** of Trustees' meeting on 26 June 2018. Colleen moved that we accept the Minutes of the 26 June 2018 meeting. It was noted that the Personnel Policy will be presented for signatures at the August BOT meeting. Motion passed.
- d) **Public Comment.** No public present.

II. Library Director's Report. Nancy presented a summary of programs from this past month, as well as a list of children's programs for August. In Sept., Oct., and Nov., we will be hosting scholar Deborah Lee Luskin for a 4-part program, sponsored by the VT Humanities Council, on the Great Migration of African Americans from the South to the North. The Board appreciated Toni Vendetti's summary of the 4th of July booksale on the Hartland Listserve, and discussed the ongoing issue of what to do with leftover books from the sale, now that the number of places that accept such books is dwindling.

III. Financial Report: The FY 18-19 report contains an error in the amount reported for Copier expenses. That will be corrected next month.

IV. New Business

- a) **Library Budget Review:** The Board reviewed the FY17-18 budget vs. actual and the FY 18-19 budget, with an eye toward items that we will want to adjust when looking ahead to the FY 19-20 budget. Some areas to focus on: (1) making sure the adult book budget goes back up to \$8,000 (in FY17-18, \$3,000 was shifted to payroll); (2) consider splitting out the expenses that are currently grouped under Tech Maintenance and Support, to better reflect the range of expenses (it includes Koha and Green Mountain Consortium memberships, all computer purchases and repairs, software, maintenance, etc.); (3) increasing the budget for Office Supplies to reflect the increase in prices. Board members will attend the Select Board meeting when the FY19-20 budget is on the agenda, in order to discuss our budget priorities.

- b) **Cleaning Light Fixtures:** Julianne moved to authorize Nancy to request the annual cleaning of the library light fixtures, which is included in our contract. Motion passed.
- c) **New Computers:** Nancy presented two bids for touch-screen, all-in-one computers for the children's room. Colleen made a motion to authorize Nancy to use \$1900 from the Library Fundraising Budget to purchase two computers from CDI for the Children's Room. Motion Passed. The Board also discussed the need for a comprehensive Technology Plan for the Library. Julianne made a motion to pay for 3 hours of Steve's time, at his contractor cost, to consult with Nancy to create a Technology Plan, to be paid for out of the Fundraising Account. Motion Passed.
- d) **BOT Approval for Spending.** Typically, libraries have an understanding with a Library Director of what spending items require Board approval. Our current policies only spell out how gifts or proceeds can be spent. (Any spending of gifts/proceeds over \$500 requires Board approval). It was decided to discuss this issue at the Annual Policy Review in March.
- e) **Dog Policy.** We do not have a library policy about unattended animals tethered outside the library, but Section 4 of the Town Dog Policy does apply. Nancy will make copies of the Town Dog Policy and will have them on hand for any future occurrences.

V. Old Business

- a) **Update on Roof Repair.** It is scheduled to begin in Sept. and completed in Oct.
- b) **Update on HVAC System.** The new condenser for Unit 1 has been installed outside and is working.
- c) **Update on Open Meeting and Public Records Law.** The Board reviewed the changes to the VT Open Meeting Law.
- d) **BOT Calendar Review.** The revised BOT Calendar was distributed. It will be reviewed at the August meeting.
- e) **Board Email Addresses.** The revised email addresses were given to each Board member, to be used for all future library BOT business.

VI. Other Business

- a) **Review of Board Attendance Policy.** April reported on her conversation with the Attorney General's office about the Board's recent policy about Board Attendance. The Board had a productive conversation about the value of each member's attendance and contributions to the Board.

VII. Adjourn: Julianne moved to adjourn at 2:47.

Next regular meeting: Tuesday, August 28 at 1:00 pm

Submitted by Colleen Lannon
July 31, 2018