

APPROVED
Hartland Public Library Board of Trustees Meeting Minutes
September 25, 2018

Present: Trustees: Sarah Stewart Taylor (excused for a few minutes to pick up children and returned at 2:55), April Doherty Laura Bergstresser Julianne Harden (arriving at 1:28 because of an accident on Route 5.), Colleen Lannon via computer Staff: Nancy Tusinski

Meeting called to order at 1:07 am

I. a. Nancy suggested we postpone any old business we needed to allow the discussion necessary to assess the budget.

b. April moved to accept last month's minutes. Roll call vote: Sarah: aye; April: aye; Laura: aye; Julianne: aye; Colleen: aye. Motion passed.

c. No public comment

II. Directors report accepted. Three items added: 1) Amy and Celeste represented the Library at the Vermont Viking Festival where they made 98 shields with children. 2) The Energy audit is complete. The recommendation is to spend \$31,901 too save \$373.47 a year in energy costs. The greatest return would come from spending \$300 to insulate around the flue in the Archive Room. 3) The Friends of the Library have agreed to fund Kanopy, a streaming service, which will be available in the building and to patrons by logging on.

I. Financial report was accepted. We're on schedule.

II. New business

III. A. The Tech Plan Draft.

a. The inventory will appear on the final

b. Most crucial is securing the information we have. The old server is done and for the last few years we have been storing all the records on Volkal and an old computer. Steve has Western Digital 4 terrabyte MyCloud back up drive that uploads to the Cloud automatically. Cost: \$340. He also suggests we buy two access points for \$365. Once these purchases are made, they would assume their place in the queue for scheduled replacement.

c. Julianne moved we take \$750 from the fund raising appeal to pay for two access points and the Western Digital 4 terrabyte MyCloud back up drive. Roll call vote: Sarah: aye; April: aye; Laura: aye; Julianne: aye; Colleen: aye. Motion passed.

d. Sarah suggested we get feedback from patrons to find out whether our community wants chromebooks or iPads or other hardware as part of our lending services. Old Business

e. Nancy presented us with profiles of the average Libraries in Northern New England which we will use to compare ours when our information is available. She reported that we fall under the state average on staffing.

- f. Dave has asked Nancy to get the budget for 2019 in by October 15. She has been advised to budget for level funding of health insurance costs although the rise for the past two years has been between 10 and 14 per cent per annum. Medicare is expected to remain the same. There is no directive to keep any increase under a certain level.
- g. Martin has set up the accounts a bit differently, which makes certain of our line items appear to have increased or been underbudgeted because the income generated does not show.
- h. We as a Board want it to be clearly identified that we want the budget for books to be brought up to its former level. This amount was cut to compensate for a redistribution of salary.
- i. The periodicals are not circulating as they used to and will change to reflect the difference.
- j. The greatest change in the proposed budget is to increase the hours of the Children's Librarian.
- k. Laura moved we accept the new ONECARD policy which affirms the Library's policy. Roll call vote: Sarah: aye; April: aye; Laura: aye; Julianne: aye; Colleen: aye. Motion passed.
- l. Laura will provide the Animal Control Incident Form to the library.
- m. We will hold an extra meeting to prepare the budget on October 9th at 3:00 pm

Meeting was adjourned at 3:00.