

Hartland Public Library
Board of Trustees Meeting Minutes
December 18, 2018
UNAPPROVED

Present: Trustees: Laura Bergstresser, April Doherty, Sarah Stewart Taylor
(present through section V.a of the agenda), Julianne Harden, Colleen Lannon

- I. **Call Meeting to Order:** The meeting was opened at **1:04 pm**.
 - a. **Corrections/Additions to the Agenda.** Added to the agenda under new business: Gifts to the library.
 - b. **Approve Minutes.** April moved to accept the revised minutes of the November 29, 2018 meeting. **Motion passed.**
 - c. **Public Comment.** No public comment.

- II. **Library Director's Report (Attached).** The report mentioned that the library rugs were cleaned but that the stains in the meeting room rug did not come out. The question was raised whether the rug in the meeting room needs to be replaced. We will discuss this at a future meeting.

- III. **Financial Report and Budget (Attached).** The Board reviewed the monthly financial report. A question was raised about the expenses booked to Supplies/Parts Janitorial: Is that a town expense, and if so, will it be moved out of the library accounts? We will track this in future financial reports.

- IV. **New Business**
 - a. **Status of Budget as Proposed to Select Board.** We have received no update from the Select Board about the budget for FY19-20.
 - b. **Part-time Staffing Request.** Sarah made a motion to support creating a 3 hour/week Media Assistant position, as outlined in the library director's report. Discussion: we would like further clarity in the job announcement: are there specific day/time requirements? Can this be a work-from-home position? What is the priority of responsibilities (social media or covering the desk)? Could this position—or part of it—be done by a young person?
Motion passed.
 - c. **Gifts to the Library.** We have a clear library policy on collecting gifts, but no form for recording where gifts came from, when they were given to the library, etc. The library director suggested that we create a Deed of Gift to serve this purpose. The Board reviewed the draft Deed of Gift. Colleen moved that we adopt the draft Deed of Gift with a line added for notarization. Sarah seconded. **Motion passed.**

V. Old Business

- a. Board Succession.** The board had a brief discussion about how to recruit future trustees and make sure that they have all of the information needed about what is involved in being on the Board of Trustees. Colleen will circulate the HPL Library Trustee Job Description.
- b. Dogs on the Porch—Update on Process.** Moved to January meeting.
- c. Prices and Options for Book Drop Replacement.** The Board feels that purchasing a solid book drop is a good use of money from the library capital reserve fund. We narrowed the options to the 100 Series Single Pull Down with Cart or the 4ever neverRust 60 series. However, we would like to defer to the library director and staff members in terms of which of those two options they would prefer. If the more expensive one can serve us longer or provides features that serve us better, we are willing to purchase it. Before making a purchasing decision, however, we would also like to know how much the final cost of the 4ever neverRust 60 series would be with the associated cart. The board asked the director to present a final proposal to the Board at the January meeting.

VI. Other Business

- a. Additional board “retreat” meeting planning.** The Board set a tentative date/time for a half-day board retreat: January 12, from 9-1 or February 5 from 9-1. Location to be determined. Colleen volunteered to be the retreat co-chair. She’d like input from Board members about what topics they would like covered at the retreat.
- b. “Mentoring Month” in January.** Julianne provided this update: as part of national Mentoring Month in January, our library will be sharing information with libraries around the county to encourage them to post information and feature books about mentoring. She and Nancy are looking for book recommendations that feature a mentoring relationship.

Julianne moved to adjourn the meeting **2:36 pm.**

Next meetings:

January 29, 2010 at 1:00pm

February 26, 2019 at 1:00pm

Submitted by Colleen Lannon

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