

Hartland Public Library  
Board of Trustees Meeting Minutes  
November 29, 2018  
**UNAPPROVED**

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

The meeting was opened at **1:12 pm.**

**I. Call Meeting to Order**

- a. Corrections/Additions to the Agenda:** Added to the agenda under “Old Business”: Dogs on the porch.
- b. Approve Minutes.** Sarah moved to accept the minutes of the September 30, 2018 meeting. After discussion, Sarah moved to accept the minutes as revised. Motion passed.
- c. Public Comment.** No public comment.

**II. Library Director’s Report (Attached). Nancy presented the library director’s report.** There was a brief discussion around the trend in low attendance for VT Humanities Council events.

**III. Financial Report and Budget (Attached).** The Board reviewed the monthly financial report. The Board reviewed the draft budget and prepared for the Select Board budget meeting on Dec. 3.

**IV. New Business**

- a. Book drop replacement options.** Nancy briefly updated the board on research into replacing our current rusting book drop. She will have more information, including prices, at the next meeting.
- b. Board support for staff lunch on Dec. 7th.** Sarah made a motion that we pay for the lunch for staff development out of the fundraising account. Julianne seconded. Voice vote: Sarah: aye; Laura: aye; Colleen: aye; Julianne: aye; April: aye; Julianne: aye. April will pick up the lunch at Panera and deliver it to the library.
- c. Board succession planning and job description.** The board reviewed the Library Trustee Job Description that Colleen drafted, and then discussed how to recruit new board members who will add more diverse perspectives to the board. Anyone who runs for library trustee will be encouraged to talk to Nancy about what the job entails, and will be invited to attend a board meeting before the election.

**V. Old Business**

- a. Annual Appeal.** The board signed the annual appeal letter, which will go to the printer tomorrow and will be ready to mail at the end of next week. Board members and volunteers will be encouraged to come to the library on

Tuesday, Dec. 11, starting at 1:00, to stuff envelopes. Colleen will talk to Alyssa McDermott, who is coordinating the community service program at HES, to see if any students would like to help with the mailing and earn community service credits.

- b. Letter for Town Annual Report.** The board briefly discussed the letter for the Town Annual Report that Julianne drafted. She will take the feedback into account and create a final version to send to the town.
- c. Dog issue.** Nancy reported another incident with a dog at the library. [LIST THE STUFF FROM REPORT] The patron did not want to file a report. To address these issues, Colleen made a motion that we post a sign: "Please do not leave dogs unattended on the library porch." Laura seconded. We also need to put this in our written policy. VOICE VOTE: ALL VOTED. MOTION PASSED

## **VI. Other Business**

- a. Additional board "retreat" meeting planning.** Postponed to next month.
- b. "Mentoring Month" in January—Outreach to public libraries (Julianne).** Julianne will discuss this with Nancy and will share any necessary details with the board.

Julianne moved to adjourn the meeting **2:38 pm.**

Next meetings:

December 18, 2018, at 1:00pm

January 29, 2019 at 1:00pm

February 26, 2019 at 1:00pm

Submitted by Colleen Lannon

November 29, 2018