

Hartland Public Library  
Board of Trustees Meeting Minutes  
October 30, 2018

**APPROVED**

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

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

- I. Call Meeting to Order**
  - a. **Corrections/Additions to the Agenda:** Library Budget to be discussed after the Financial Report.
  - b. **Approve Minutes.** April moved to accept the minutes of the September 25, 2018 meeting. After discussion, Sarah moved to accept the minutes as revised. Motion passed. Laura moved to accept the minutes of the Oct 9, 2018 meeting. Motion passed.
  - c. **Public Comment.** No public comment.
- II. Library Director's Report (Attached).** Nancy noted that the annual Staff Development morning is scheduled for December 7. April will ask the Friends if they will cover the cost of the lunch; the Board will contribute baked goods and drinks. Laura moved to close the library on Dec. 7 until 2pm for the Staff Development. Motion passed.
- III. Financial Report (Attached).** Nancy noted that the remaining money in the Friends of the Library Fund was spent on Chromebooks for the spring coding class. The WWI Grant and Google videoconferencing accounts will be closed out in the next few months. Nancy will continue to ask Martin for a Budget Status Report (not a General Ledger Report) for the library on a monthly basis. Colleen moved to approve the Financial Report. Motion passed.
- IV. Budget.** The Board reviewed the draft budget that will be submitted to the Select Board.
- V. New Business**
  - a. **Mascoma Memory Lab Grant.** The library has received a grant that will help fund the creation of a Memory Lab—a place to scan and digitize photos, convert VHS to digital, cassette to digital, etc.
  - b. **Annual Appeal.** The theme for this year's appeal will be "Technology for All Ages" and it will focus on technology that benefits individuals in Hartland in specific ways (e.g., tutoring, faster download speeds, all-ages coding class, Kanopy, Memory Lab, etc.). Timing: Sarah will draft the letter by Nov. 9<sup>th</sup> and solicit feedback. A final draft will be sent to Nancy by Nov. 15<sup>th</sup>. The letter will be printed by Nov. 19<sup>th</sup> and we will plan to stuff envelopes (along with

- members of the Friends and any HES junior high students who are looking for community service credits) the week of Nov. 26-30. Mail drop: by Dec. 1<sup>st</sup>.
- c. **Board Member Profiles and Succession Planning.** The Board reviewed the matrix provided by Lara Keenan from the VT Dept. of Libraries. For the next meeting, members were asked to consider the following questions: (1) What are the skills, talents, and attributes that our library board needs? (2) What are the current gaps that we would like to fill? (3) Once we have found people who have the skills, talents and attributes, how do we attract them to our Board? To prepare for this discussion, Laura and Colleen will draft a job description for new Board members plus by-laws with descriptions of board members.

**VI. Old Business**

- a. **Book Drop Replacement/Repair.** The Board looked at options for a replacement book drop unit. Nancy will get further information, with particular attention to the lifespan of the unit and warranties.

**VII. Other Business**

- a. **Board Calendar Check-In.** Julianne will draft a Library Board of Director's Report to contribute to the Town Report. The Board will review it at the November meeting.
- b. **Annual Review of Strategic Plan.** The goal is to start the planning process in June 2019 and finalize the 5-year plan in June 2020.

Colleen moved to adjourn the meeting **3:11 pm.**

Next regular meeting: November 27, 2018, at 1:00pm

Submitted by Colleen Lannon  
October 30, 2018