Hartland Public Library
Board of Trustees Meeting Minutes
February 26, 2019
UNAPPROVED

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

I. **Call Meeting to Order:** The meeting was opened at **1:10 pm.**
   a. **Corrections/Additions to the Agenda.** No changes or additions.
   b. **Approve Minutes.** Sarah moved to accept the minutes of the January 29, 2019 meeting. **Motion passed.**
   c. **Public Comment.** No public comment.

II. **Library Director's Report (Attached).** The Board of Trustees will form a team for the VT Trivia Contest at Damon Hall on Thursday, Mar. 28 at 6:30.

III. **Financial Report and Budget (Attached).** We are at 68% of the annual budget—a bit high, but that is because some items are paid in full at the beginning of the fiscal cycle. Nancy flagged the amount listed in the category *Programs—Adults* ($1165.94); she will check and see what that was for. After the Town Meeting, the Board Treasurer and Nancy will have a meeting with Allison and Martin to touch base about our bookkeeping.

IV. **New Business**
   a. **Annual Appeal Report.** We received $5170 in new donations; after expenses, the net was $33,85.00.
   b. **Library Security.** If the library alarm is tripped, the call tree is as follows: constable, library directory, town manager, board member, state police. If the State Police need someone to secure the building, they contact a volunteer who has a key to the library and the security code. Nancy will check to see how we are registered with the State Police and make sure they have the correct people—which should be the library director and a board member (not staff). Laura currently serves in the role of Trustee contact person.

V. **Executive Session**
   • The Board went into Executive Session **at 2:00pm** for the annual Library Director Review.
   • The Board came out of Executive Session **at 2:47pm**

Julianne moved to adjourn the meeting **2:48 pm.**

Next meeting:
Tuesday, March 26 at 1:00pm

Submitted by Colleen Lannon, February 26, 2019