

UNAPPROVED
Hartland Public Library Board of Trustees Meeting Minutes
April 30, 2019

Present: Trustees: Laura Bergstresser, Sarah Stewart Taylor, Colleen Lannon, Becca Warren, April Doherty Staff: Nancy Tusinski

- I. Meeting called to order at 1:02 pm
 - a. Additions to the Agenda: Nancy added 1. the announcement that two staff members are leaving at the end of May; 2. Review of Child accompaniment policy.
 - b. Sarah moved to approve of the minutes of the April meeting minutes, and Becca seconded. Accepted unanimously by a voice vote.
 - c. No public comment
- II. Director's report accepted
- III. The town has a new accounting program to be accustomed to. The Financial report was accepted.
- IV. Scheduled Business
 - a. Nancy will put the policies and procedures on Google Docs and on our drive to make them available.
- V. New Business
 - a. We went into Executive Session from 1:26 to 1:37
 - b. Colleen moved that we accept the new job description and the pay rate for the Library Assistant II. Sarah seconded and we voted unanimously in favor by voice vote.
- VI. Old Business
 - a. Under the Child Accompaniment Policy, Laura moved to accept two revisions, removing the exception for children attending programs and changing the age of ten to the age of nine as is the library practice. Becca seconded. We voted in favor unanimously by voice.
 - b. Under Behavior and Good Policy #7 Laura moved to accept two revisions, adding the word vaping to smoking and drinking and adding "Eating and drinking in other areas of the library are with Director's permission, only." Sarah seconded. We voted in favor unanimously by voice.
 - c. We decided to make the final decision on the Meeting Room Key Policy next meeting.
- VII. Archiving Minutes.
 - a. With Google Drive, policy needs updating. We have a two tier process to consider: 1. Finding and retrieving old minutes to archive and 2. Determining a procedure for archiving minutes. The procedure we follow now is:
 - Secretary takes notes and keeps the unapproved minutes in his or her drive and forwards a copy to the Director
 - Director keeps unapproved minutes in his or her drive, which then puts them in Google Vault, then downloads the minutes as a PDF and posts them on the Library Website..

- Once approved, the Director saves a new copy, downloads that as a PDF and uploads that to the Library Website, and prints out a hard copy that is kept in binder in the Library
- Is it a good idea to ask to have a copy of all our years of minutes be kept in the town vault?

b. We decided to discuss this next meeting.

VIII. Laura move to adjourn at 2:37 pm