

Hartland Public Library
Board of Trustees Meeting Minutes
October 29, 2019
UNAPPROVED

Present: Trustees: Laura Bergstresser, Becka Warren, Colleen Lannon; **Staff:** Nancy Tusinski

- I. **Call Meeting to Order:** The meeting was opened at **1:10 pm**.
 - a. **Corrections/Additions to the Agenda.** Under “Old Business,” added Budget Draft and Strategic Plan.
 - b. **Approve Minutes.** Becka moved that we accepted the minutes for the September meeting. **Motion passed.**
 - c. **Public Comment.** Tom Williamson made a proposal that the library add a plaque to the foyer of the library in honor of Linda Williamson who was library director from 1987-2001 and was instrumental in getting the present library building completed. We are considering the idea and will do more research, including creating a memorials policy for the library.

- II. **Library Director’s Report (Attached).** Nancy added that she will also be hosting a Transcription-a-thon, in which attendees transcribe primary source materials from the Smithsonian Collection (e.g. type up handwritten letters). More details will be forthcoming.

- III. **Financial Report and Budget (Attached).**

- IV. **Scheduled Business**
 - a. **Annual Appeal Prep:** Earlier in the year, we discussed having the book drop be the “ask” for our annual appeal. Laura made that official by making a motion that we dedicate the annual appeal to raising money to replace the 20-year-old book drop, which has rusted through in spots and has become a nest for mice. Becka seconded. Motion passed. We plan to “drop” the mailing on Dec. 10th. It was agreed that the Board would personalize as many letter as possible. (Becka will provide some guidelines on effective ways to do this). Work still needs to be done on updating the list and drafting the letter. We will call a special meeting to approve the letter.
 - b. **Staff Development Day/Lunch:** Will be held on Dec. 13th. The Board will provide lunch. Colleen will pick up the lunch from King Arthur Flour and deliver it to the library. Becka will decorate the luncheon table. Desserts will be provided by Colleen and (Sarah?).

- V. **New Business**
- VI. **Old Business**
 - a. **Library Safety:** The latches on the windows on the second floor can be changed so that they can provide egress. We are still waiting to find out if we

have a variance, or can get a variance, concerning a second egress. We will continue to gather information on this issue.

- b. Budget Draft:** Nancy and Colleen will meet with the Town Manager to discuss the Library Budget sometime in the next month.
- c. Strategic Plan:** Nora Foote has agreed to be on the Steering Committee. Laura will send an email to all members of the committee to get the process started.

VII. Adjourn: Colleen moved to adjourn at 2:15

**Submitted by Colleen Lannon
October 29, 2019**