

UNAPPROVED
Hartland Public Library Board of Trustees Meeting Minutes
February 25, 2020

Present: Trustees: Laura Bergstresser, Sarah Stewart Taylor, April Doherty Absent:
Becka Warren. Staff: Nancy Tusinski

- I. Meeting called to order at 1:38 pm
 - a. Sarah moved to approve the replacement minutes of the November 26 meeting. Laura seconded. Accepted unanimously by voice vote.
 - b. Sarah moved to approve the minutes of the January meeting. Laura seconded. Accepted by unanimous voice vote.
 - c. No public comment
- II. Director's report accepted
- III. Financial report was accepted.
- IV. Scheduled Business
- V.
 - a. The Board did the annual walk through. Nancy will gather information on the second floor.
- VI. New Business
 - a. April moved to accept the contract with Symentec for the copier. Colleen seconded. Unanimously approved by voice vote. This new contract will save us over \$600 a year compared to last year.
 - b. April will cull the list for the annual appeal.
- VII. Old Business
 - a. The new book return has been ordered and will arrive the second week in May. It will be installed by the town crew.
 - b. The Linda Williamson Plaque. Laura move to create a metal plaque from donations received for this purpose. Colleen seconded. Unanimously approve by voice vote. The wording is from Linda's husband Tom, to wit: "In remembrance of Linda Williamson/ Library Director from 1987—2001/ whose dedication,/ commitment, and determination/ made this library possible"
 - c. Library Safety. Because someone has stuffed a roll's worth of toilet paper into the toilet and flushed until it has overflowed, twice, the bathroom is going to have to be locked and the key held at the circulation desk.
 - d. Since we do not have an adequate place for a lockdown in the library, we need to create one in the staff area. Laura moved to give authority to Nancy to find quotes for two door handle locks and to replace the glass in the pocket door with something solid. Sarah seconded. Unanimously approved by voice vote. Nancy is also given authority to get a new door handle lock for the bathroom door with its own, unique lock.
 - e. Second Floor Egress. The Fire Marshall has approved the second floor for safe egress. Sarah moved we request the town to replace one window upstairs, with the library shouldering the cost. Laura seconded. Unanimously accepted by voice vote.
- VIII. Executive session from 2:28 to 2:57.

- IX. Laura moved to extend Nancy's vacation by a week, effective immediately, and to direct Nancy to add a merit increase of 2% in the next budget cycle in addition to COLA. Colleen seconded. Unanimously approved by voice vote.
- X. Colleen and the Board extended thanks to April for her service. April thanked them.
- XI. Laura moved to adjourn at 3:00 pm

The next meeting is the 24th of March at 1pm.

Respectfully submitted,
April Doherty