

Hartland Public Library  
Board of Trustees  
Minutes  
6:30 pm November 17, 2020

Present: Trustees Laura Bergstresser, Dana Jacobson-Goodhue, Colleen Lannon, Sarah Stewart Taylor, and Becca Warren; staff: Nancy Tusinski

- I. **Call Trustee Meeting to Order** 6:34 pm
  - A. **Corrections and additions to the agenda.** Board Succession Planning was added to the Agenda.
  - B. **Approve October Minutes.** Colleen moved to accept the minutes, Laura seconded. Motion passed unanimously.
  - C. **Public Comment.** No public was present.
- II. **Library Director's Report.** The Director presented and took questions and comments on the report.
- III. **Financial Report.** The Board reviewed the Financial Report.
- IV. **New Business**
  - A. **Sick leave policy in light of Families First Coronavirus Act.** Discussion of a draft sick leave policy.

Becca moved that “employees with insufficient accrued sick leave after using paid sick time through the Families First Coronavirus Response Act, may **use up to 5 unearned sick days** (they may accrue *negative* sick leave balances of up to 5 days) for illness, to meet self-isolation or quarantine requirements, or for the active care of others because of disruptions relating to COVID-19. The library will review this threshold periodically as conditions change.” Sarah seconded. Motion passed unanimously.

Becca moved that “The Board approves that employees can roll over unused vacation and sick leave at the end of 2020, for one time only, due to the extenuating circumstances of the pandemic.” Dana seconded. Motion passed unanimously.
  - B. **General Policy Review.** Brief discussion and decision to do review in future meeting, after further study of handbook.
  - C. **Staff Appreciation.** The board determined a staff appreciation.
  - D. **Board Succession Planning.** The Board discussed upcoming vacancies on the board.
- V. **Old Business**

- A. **Annual appeal conversation.** The Board created an annual letter. Colleen moved that we allocate up to \$1200 from the Fundraising Account to pay for the annual letter from the Board to the town. Laura seconded. Motion passed unanimously. Colleen will take on getting the letter to the printer.

Meeting adjourned 8:58 pm.

Respectfully submitted, Becka Warren, Secretary