

Hartland Public Library  
Board of Trustees Meeting Minutes  
April 21, 2020

**Present: Trustees:** Laura Bergstresser, Sarah Stewart Taylor, Dana Jacobsen-Goodhue, Colleen Lannon; **Staff:** Nancy Tusinski

- I. **Call Meeting to Order.** Laura called the meeting to order at 6:40 p.m.
  - a. **Corrections/Additions to Agenda:** Extension of Library Close Date added to New Business
  - b. **Approve Minutes.** Colleen made a motion to approve. Laura seconded. Minutes approved.
  - c. **Public Comment.** No public comment.
  
- II. **Library Director's Report:** Nancy updated the Board on current staff activities to connect with the community and to offer various services digitally. One example: the VT Humanities Program, Bearing Witness and the Endurance of Voice, will happen May 6<sup>th</sup> via Zoom. - A -
  
- III. **Financial Report:** Expenses are running at approx. 75% of budget. Some things that might be affected by the closure: ILL postage will probably be lower; office products might go up due to additional purchases of sanitizing products; we haven't been purchasing books lately.
  
- IV. **Scheduled Business:**
  - a. **Review of Bylaws:** There was some discussion of Section 2: Number, Tenure, and Qualification, specifically the section that relates to the situation where a Board member misses more than three meetings in a six-month period. We will do some research and be prepared to discuss and possibly amend it at the next meeting.
  - b. **Volunteer Appreciation Luncheon.** Denise is checking in with volunteers each week, and she continues to have this on her radar.
  
- V. **Old Business**
  - a. **Extension of Library Close Date:** Nancy presented a "Service Level" spreadsheet, which lays out different types of operation depending on level of acceptable contact. There was discussion of how to safely open the library to curbside service (purchase supplies, develop safety procedures, etc.) once it is safe to do so. Laura made a motion to extend the library closure date to correspond to Governor Scott's May 15<sup>th</sup> stay-at-home order. Colleen seconded. Motion passed.

**VI. Adjourn.**

Sarah moved to adjourn the meeting **at 7:54 pm.**

Next regular meeting: May 19, 2020, at 6:30pm

Submitted by Colleen Lannon

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