

Hartland Public Library  
Board of Trustees Meeting  
Minutes January 29, 2020

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

- I. **Call Meeting to Order.** Sarah called the meeting to order at 1:36 p.m.
  - a. **Corrections/Additions to Agenda:** "Update to Strategic Plan" added to Old Business
  - b. **Approve Minutes.** The Board postponed discussion of November minutes until the February meeting.
  - c. **Public Comment.** No public comment.
  
- II. **Financial Report:** The account balance for the Library Fundraising Appeal is not accurate in the financial report; it's possible that the \$\$ from FY18-19 did not roll over into FY19-20. Nancy will check with Martin about that. For Juvenile Books/CDs, the library is shifting from buying books on CD to purchasing downloadable e-books. The periodicals budget is also lower, because the library is now ordering through Amazon rather than subscribing to a magazine service. Part-Time Staffing: spending in this category is higher than expected due to unexpected absences.
  
- III. **Library Director's Report:** Nancy is talking with the organizer of the courier service about the possibility of the children's pictures in "The Ideal House" art exhibit can rotate throughout VT libraries. The Board discussed issues around food/roughhousing upstairs. Nancy continues to follow our Behavior Policy around such issues.
  
- IV. **New Business:**
  - a. **Paypal Button:** Colleen made a **Motion** to add a Paypal Button on the library website, so that people could donate through the website, with funds to go to the Friends of the Library; Laura seconded. Motion passed.
  - b. **Annual Appeal Update.** The library received a net \$3878.55 in donations through the Annual Appeal, which is enough to buy replacement book return. Several patrons commented on their donation forms that they liked having something concrete to support. The book return will arrive in the spring.
  
- V. **Old Business**
  - a. **Naming Policy:** The Board discussed the draft Naming Policy. Colleen made a **Motion** to accept the policy with the following addition: "Any donor plaques displaced as a result of construction shall be rededicated in an alternative location in accordance with the timeframe developed for the original gift." Becca seconded. Motion passed. The Board then discussed the proposal made by Tom Williamson in September. Becca: Motion to approve the request to put up a plaque in honor of Linda Williamson. Laura seconded. Motion passed.

- b. **Strategic Planning:** The Board discussed postponing the Strategic Planning Process. Nancy has spoken with Amy Howlett, who suggested either starting it in Mar/Apr, or postponing until the fall. The Board agreed that it made sense to begin in the fall.
  - i. **Next Steps:** the Strategic Planning sub-group will invite Lucinda Williams from the Norwich Library to meet with them and discuss the various ways the Norwich Library engaged their community in their Strategic Plan. Implementing some of those ideas in the spring could provide more material for Amy and the Strategic Planning Group to work with in the fall.

**VI. Other Business**

- a. **Second Floor Egress:** Nancy provided an update. She will continue to gather information.

**VII. Executive Session:** Sarah made a motion to go into Executive Session for a personnel issue at 2:40. Sarah made a motion to exit Executive Session at 2:44.

- a. Laura made a **Motion** to increase head of circulation's annual sick time from five to eight days in 2020, and add three days that should have accrued in 2019. Becca seconded. Motion passed.

**VIII. Adjourn.**

Sarah moved to adjourn the meeting **at 2:49 pm.**

Next regular meeting: February 25, 2020, at 1:00pm

Submitted by Colleen Lannon  
January 28, 2020