

Hartland Public Library
Board of Trustees Meeting
March 16, 2021 6:30pm

Unapproved Board of Trustee Meeting Minutes

Present: Trustees: Laura Bergstresser, Dana Jacobsen-Goodhue, Sarah Stewart Taylor, Becca Warren. Staff: Nancy Tusinski.

Absent: Trustee: Colleen Lannon

- I. **Call Trustee Meeting to Order.** Laura called the meeting to order 6:33 pm.
 - A. **Corrections and additions to the agenda**
 1. We added “Hiring new cleaning service for the Library” to the agenda
 2. We corrected the Agenda to say ‘approve February Minutes’
 - B. **Approve February Minutes.** Sarah moved we approve the February minutes, Laura seconded, motion passed unanimously.
 - C. **Public Comment.** No public present
- II. **Library Director’s Report**

The Director took questions about the report.
- III. **Financial Report**

The Director took questions about the Financial Report.
- IV. **Scheduled Business**
 - A. Volunteer Appreciation discussion
- V. **New Business**
 - A. **New laptop purchase discussion.** New laptop purchase deferred until new fiscal year.
 - B. **Hiring new cleaning service for the Library.** The cleaning service has given notice and the Library will need to obtain a new service. The Director is in process on this task. Becca moved to authorize Nancy to hire a cleaning service at an annual cost not to exceed the FY22 town budget for library cleaning services. Laura seconded. Motion passed unanimously.
 - C. **Mini Strategic Plan**
 - a. Consultant update.
 - b. Mini strategic planning option. The Library is undertaking a short and small strategic evaluation process, soliciting input from the community. The Board will look at the data from the community input at the May meeting.
 - D. **Board evaluation** (communication strategies)

Board discussed the need for clearer and structured communication to build board capacity. Board processes and institutional memory can continue to be developed.
- VI. **Old Business**

- A. **General Policy Review** (continued). This item is deferred to the April meeting (4/20).
- B. **Director Annual Review** (executive session). The Board entered Executive Session at 8:17 for the purpose of Director Annual Review. The Board left Executive Session at 8:37 pm.

The meeting was adjourned at 8:28 pm