

Hartland Public Library
Board of Trustees
APPROVED Meeting Minutes
April 20th, 2021 6:30pm
153 US Route 5, Hartland, VT 05048

I. Call Trustee Meeting to Order - The meeting was called to order at 6:36 pm.

- A. Corrections and additions to the agenda Nancy proposed adding to the agenda a discussion about funding and energy audit. Nancy would also like an executive session for personnel issues
- B. Approve March Minutes - Dana made a motion to accept the March minutes. Becca seconded it. Three (3) yes and one (1) abstention
- C. Public Comment - none

II. Library Director's Report - Nancy underlined that wireless is being extended to the Farmers Market. She also recommends watching the ACCD and VT Dept of Library webinar from the state. HPL received \$3000 Children Libraries Transform Communities Grant. One of only 17 libraries!

III. Financial Report - We are right on track for April. Did underline some recent donations:

- Hedwig Winans - 70-00-3700-00.00 \$1319.52
- Library Fundraising - 81.00-3700-00.00 \$2523.72

IV. Scheduled Business

- A. Bylaws Review (including overview with new trustee): Sarah recommends that this be moved to the June meeting once Rita is officially inducted onto the board.
- B. Volunteer Appreciation Luncheon - Nancy recommended in future years that we move this item to the March meeting since April is volunteer appreciation month. Looking forward to next year's luncheon Colleen has added to the BOT calendar.

V. New Business

- A. Reopening plan - Libraries are in category 1B (Vt Forward Plan/universal guidance). Nancy would recommend not re-opening until all staff are vaccinated. Target date of June 3rd and then open by appointment (20 mins). Masks would still be required. Wait for the July recommendation once they come out but meanwhile, masks recommended in July. Contact tracing and staff surveys will no longer be necessary. Meescan and sanitizer stations will be in place. The new services (i.e. curbside) would remain in place. All Children's programs will be outside in place of virtual. Part of the grant will go toward canopies. VT epidemiologist is recommending 0-24 hours quarantine for materials. Currently at 3 days. Nancy wants staff to feel good about the timing. Not going to ask if people coming in are vaccinated and just assume no one is and maintain six (6) feet of distance = Equity of Service. Procedures for if a staff person tests positive follows health department protocol and staff protections are found in the personnel handbook. Dana made a motion to adopt the changes recommended in yellow to Phase III of the HPL Phased Reopening Plan and to revisit Phase IV in a future meeting. Becca seconded it. Passed Unanimously.
- B. Board Email Review - possibly about losing one's own history when positions change. Can all documents be shared with all members to avoid this? Sarah suggested we wait until a new board is formed and positions filled (and library re-opened) to address this. Becca is willing to mock up an idea.
- C. Agenda Items that need further elaboration discussion

- a. Federal Funding: substantial and it is going to need to be used quickly (possibly by Sept 2022). More will be known 2nd week of May. We have spent money on office products and tech products (wireless). IMLS will have \$200,000,000 to distribute and will offer grants for libraries. Other entities will be offering grants as well. Send ideas to Nancy. Library study is also coming.
- b. Energy Committee Update: audit was performed yesterday (4/19) and Nancy is awaiting the revised audit. She expects there will be recommendations for the heating system. It would be good to attend their upcoming meetings.

Colleen made a motion to move into Executive Session at 7:54 pm. Becca seconded it. Unanimously passed.

Colleen made a motion to come out of Executive Session at 8:28 pm. Dana second it. Unanimously passed.

This is Colleen's last meeting. Everyone shared their thanks for her cheer and institutional knowledge. Colleen would love to be kept in mind should questions arise and she may return as "the public."

Colleen made a motion to adjourn at 8:30 pm. Dana seconded it. Unanimously passed