

Hartland Public Library  
Board of Trustees  
Approved minutes  
May 18, 2020

**Present:** Trustees: Laura Bergstresser, Rita Boynton, Dana Jacobsen-Goodhue, Sarah Stewart Taylor, Becka Warren. Staff: Nancy Tusinski.

- I. **Call Trustee Meeting to Order.** 6:33 pm
  - A. **Corrections and additions to the agenda**

None were made.
  - B. **Approve April Minutes.** Sarah moved to approve the minutes of April 20. Dana seconded. Motion passed unanimously. Laura moved to approve the minutes of April 25. Dana seconded. Motion passed unanimously.
  - C. **Public Comment.** No public present.
- II. **Library Director's Report.** The Director presented the report and a few updates that came in after the report was written.
- III. **Financial Report.** The Director presented the financial report.
- IV. **Scheduled Business**
  - A. **Board Elections.**

The Board elected Trustees to the following positions:

*Chairperson:* Laura nominated herself as Chairperson, Dana seconded. Laura Bergstresser was unanimously elected.

*Vice-Chair:* Laura nominated Sarah as Vice-Chair and Dana seconded. Sarah Taylor was unanimously elected

*Treasurer:* Laura nominated Dana, Sarah seconded the motion. Dana was unanimously elected.

*Secretary:* Laura nominated Becka as Secretary, Dana seconded. Becka Warren was unanimously elected

*Member at Large:* Rita Boynton
  - B. **New Board Member Orientation.** Discussion of public record; patron confidentiality; prohibition on discussion of Trustee business outside of warned meetings including in email communication; Executive Session; resources in the Trustee binder. Question and answer discussion; topic including example of Executive Session occasions and catching Rita up to ongoing processes including

role of Trustees in staffing decisions. New request to Secretary, always send minutes to Nancy in pdf format, whether approved or unapproved minutes.

- C. **Personnel update** (Community Engagement position). Nancy is pleased with the response to the job posting. Elizabeth Frederick, of Brownsville, has been offered and accepted the position and is training with Kelly starting May 19.

## V. **New Business**

- A. **Personnel Planning.** Discussion of personnel topics which the Trustees would like to tackle including creating personnel policy, long-term budgeting. Personnel committee idea discussion (more information will be obtained about the rules on having a personnel committee, via Nancy). Laura, Becca, Sarah, and Dana are interested in being on the Personnel Committee. Laura nominated Dana as chair of the Personnel Committee, Becca seconded; Dana unanimously elected. First meeting is scheduled for 6:30 pm on June 2.
- B. **Update on Aspen.** Aspen is a ‘discovery layer’ on top of KOHA the Library catalog. The Library is adopting this discovery layer, Nancy gave the Trustees a preview of the draft version.

## VI. **Old Business**

- A. **Google Drive Discussion.** Nancy will investigate ways to make the Google drive idea in action, Laura and Becca will work together to further troubleshoot the idea of Google Drive as a filing system.
- B. **Mini Strategic Plan.** A survey to create a mini strategic plan, created several months ago, is still poised to be enacted in early fall. The larger strategic plan will be revisited in March 2022 in anticipation of being in a more stable post-pandemic state. Discussion of upcoming shift in Library building patron visit policy.

The next Board of Trustee Meeting will be June 16, 2021, a Wednesday, at 6:30 pm.

Meeting adjourned at 8:21 pm.