

Hartland Public Library
Board of Trustees
Minutes
February 15, 2022 at 6:30pm over Zoom
153 US Route 5, Hartland, VT 05048

- I. Call Trustee Meeting to Order - 6:31pm (present: Laura Bergstresser, Sarah Taylor, Rita Boynton, Becca Warren, Dana Jacobson-Goodhue and Nancy Tusinski).
 - A. Corrections and additions to the agenda - no corrections
 - B. Approve January Minutes - January 18th - no corrections, Sarah moved and Laura seconded. Unanimous approval. Special meeting - no corrections. Laura moved and Sarah seconded. Unanimous approval
 - C. Public Comment - no public
- II. Library Director's Report - Dennise gave her resignation and her last day 2/25. The Little Black Library is up and running (one of the 1st libraries to do so). Parking Lot issues are still an issue. Dave O is aware. A number of patrons have difficulty getting to the walkway. It could be re-engineered with different materials so that it drains properly. iDrive (cloud storage) has been purchased to replace a 4 year old harddrive (\$145 for 2 years and 5 users). Can be accessed remotely. Library of Things - people take out the Ukes, wifi, etc. Dennise is cataloging the new items.
- III. Financial Report - notes in margins were helpful. 2nd page, ignore grant figures. 62% into the fiscal year so we are in the right place. According to Martin we are under budget although it looks otherwise due to grant reporting. He leaves revenue in the year that the grant is received but spending goes into the current year.
- IV. New Business
 - A. Personnel Policy - Holiday hours. In November the Finance Office said employees can not be paid more than 8 hours for a holiday independent of how many hours are worked (mostly impacts Nancy and Dennise). Martin asked for the schedule of Library employee hours. In January he said that people can be paid the number of hours they work. Nancy would like us now to take out the line, "On holidays, staff will be paid their regular hours up to 8 hours per day." The discussion took place at the September 21, 2021 Board Meeting. Staff member asked for clarification, which is why it was added to the handbook. Laura recommends that the Director receive written clarification from the Finance Director before making the change. Nancy checked her email and said she will request an email from Martin to discuss at the next meeting. Sarah (Vice Chair) asked that Laura (Chair) email the templates since the Vice Chair will run the organizing meeting.

- B. Dana wanted to acknowledge Laura's contribution to the Library Board since this is her last meeting. Sarah said "thank you for your service!" All recognized that it is hard to lose experience due to the term limits. Nancy said the Board could also choose to add Emeritus Members.
- V. Old Business
 - A. Employee Search - Circulation and Technical Services Librarian
Board approved the advert in January so it was immediately posted. Received many responses and have a handful of well qualified applicants. Interviews Wed and Thurs. Hope to have a decision by Thursday and offer the position that evening. Nancy feels very positive about the prospects. Have replaced 3 of the 4 employees in the past 15 months.
- VI. Scheduled Business
 - A. Director Evaluation - Executive session to discuss the appointment, employment, or evaluation of a public officer or employee.
Moved to executive session 7:07pm.
The Board exited the executive session at 8:46pm. No decision was made.