

Hartland Public Library
Board of Trustees
Personnel Sub-Committee Agenda
July 6, 2021 at 6:30pm
153 US Route 5, Hartland, VT 05048

- I. Call Trustee Meeting to Order
 - A. Corrections and additions to the agenda
 - B. Approve June Minutes

- II. Public Comment

- III. Long-Range Planning
 - A. Goals
 1. Create a transparent pay scale
 2. Consider the director evaluation process
 3. Create a 5 year staffing plan including:
 - a) What is the ideal we are moving toward
 - b) How to get there financially
 - B. Issues
 1. Staffing structure is based on historical use of volunteers
 2. Town does not have pay scale and/or well developed personnel handbook
 3. Lack of long-term plan for staffing

- IV. Next Steps Research
 - A. Compare existing library personnel handbook to that of the town - Dana
 - B. Determine staff hours directive from current strategic plan - Dana
 - C. Compare library vs staff hours - Laura (most libraries staff arrive 30 mins before)
 - D. Staff hour growth vs volunteer hour reduction - Nancy
 - E. Explore staffing formula per grid - Nancy
 - F. Explore Director Evaluations at [United for Libraries](#) - Becca
 - G. Obtain VLCT municipal compensation and benefits report - Laura
 - H. Obtain Norwich Public Library Payscale - Laura
 - I. Obtain Rockingham Free Public Library and Vermont Pay Scales - Nancy

- V. New Business
 - A. Schedule next meeting with aim to have a recommendation to the full Board of Trustees in August and September to advise the budget in October.