

Hartland Public Library
Board of Trustees
Personnel Sub-Committee Approved
Minutes

October 5, 2021 @ 6:30pm

Present: Laura Bergstresser, Dana Jacobsen Goodhue, Becka Warren, Nancy Tusinski

I. Call Trustee Meeting to Order .

meeting called to order 6:33 pm

- A. Corrections and additions to the agenda.
Removal of hyperlinks from these minutes.
- B. Approve August Minutes. Becka moved to approve, Laura seconded, carried unanimously.
- C. Public Comment. No public present

II. Old Business

- A. Based on The 2020 Vermont livable wage, as well as all basic needs budgets, exceeds the 2020 Vermont minimum wage.
 1. Dana presented the results of multiple research efforts, including Livable Wage Budget, VLCT numbers, and recent statewide job comps. Dana would like to delve more into a proposed step schedule. Can you have a step schedule if people are working hourly? How do you manage the step with part time folks? There are different models.
- B. Belief statement: at least \$15/hour, based on similar comps, raising profile of typically “female” positions, transparency. To discuss a belief statement.
 1. The committee discussed wage philosophy based on Dana’s research and committee input. The committee made a recommendation to Nancy for staff wages for fiscal year 2023, and Nancy will add them to the proposed budget for review by the full board on October 19. Personnel committee will share the background.

III. Scheduled Business

- Staffing plan: \$15/hour, transparent pay scale? (dana draft, 14 hours counts as one year? Or pro-rated, asst dir tied to children’s librarian). Increase hours from 121 to 129-131. The meeting became a working

meeting and resulted in great conversation.

Next steps:

- Present to the next Trustee meeting, along with the budget draft Nancy will present
 - Create a Power Point for the Selectboard meeting in December
 - Revisit the idea of a philosophy to guide the Board with personnel decisions and director evaluation
 - Continue to examine the step schedule and move toward creating one
 - Consider what recommendations to make for budget for FY24
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- Director evaluation, job description (tech that Nancy does - town budget has \$\$ put aside for this, VT. Digital. Did not discuss. To be discussed
 - Revise personnel handbook including personnel philosophy, on holiday staff will be paid their regular hours up to 8 hours per day (section 1.v). Did not discuss.

Meeting Adjourned 8:46 pm.