

Hartland Public Library
Board of Trustees
Meeting Minutes
6:30pm August 24, 2021
153 US Route 5, Hartland, VT 05048

Present: Laura Bergstresser, Sarah Taylor, Rita Boynton, Dana Jacobson-Goodhue and Nancy Tusinski (via zoom).

- I. Call Trustee Meeting to Order - @6:33pm
 - A. Corrections and additions to the agenda - Add Covid 19 Delta Discussion to Old Business, recommended to put off Facility Walk-Around until September 2021
 - B. Approve July Minutes - Sarah moved, Dana seconded to accept the minutes as is. Approved unanimously
 - C. Public Comment - no public present
- II. Library Director's Report - Additions: Cupola is now closed. Many library positions open in the state - similar trend in the country. David O looking at HVAC options. There will be a shortage of personnel on Sept. 10th. Rita and Sarah will help out. Nancy recommends amending hours that day from 10-2pm, which works with typical Farmers' Market traffic. Maybe it is worth it to look at closing at this time long term but to be discussed at another time.
- III. Financial Report - everything looks right on track
- IV. Scheduled Business
 - ~~A. Facility walk-around overview/assessment to identify needs for coming fiscal year budget.~~
 - B. Begin budgeting process: create subcommittee to review budget priorities if desirable Q: does it make sense for Laura and Dana to meet with Nancy? A: yes Staffing hours likely to increase with decrease in volunteers, not sure about COLA %, need to move items in fundraising account into the budget (Flipster, Kanopy, etc)
- V. New Business
 - A. Aspen overview - search bar on website now and can bring users right to Aspen. Can even apply for a library card online! Looks very thorough and user friendly.
- VI. Old Business
 - A. Covid 19 Delta Updates - HES is not holding a homework club and wondered if sports kids could be at the library...concern for space in the building with Covid. Q: What about board meetings; will there be an addendum to open meeting rules? A: People can meet in separated spaces in the library via zoom should need be. Sept. programs will be outdoors or virtual. 1-2 people still use curbside.

- B. Personnel committee update - have looked at statewide data as well as step vs merit increased. Library Assistant II and III. Joshua Muse undertaking a salary survey statewide.
1. Staffing plan: \$15/hour, transparent pay scale? (14 hours counts as one year? Or pro-rated, asst dir tied to children's librarian). Increase hours from 121 to 129-131.
 2. Director evaluation, job description (acknowledge tech that Nancy does)
 3. Revise personnel handbook including personnel philosophy
- C. Review/Approve amended bylaws - Dana moved, Laura seconded to accept the bylaws as amended. Approved unanimously. Will be signed at Sept. meeting
- D. Painting community room - paint chip has been located, quotes have been requested...stay tuned

Next meeting: Tuesday, September 21st @ 6:30pm.

Meeting adjourned at 8:07pm