

Hartland Public Library
Board of Trustees
Approved Minutes
6:30 pm September 21, 2021
153 US Route 5, Hartland, VT 05048

Present: Laura Bergstresser, Sarah Stewart Taylor, Rita Boynton, Dana Jacobson-Goodhue, Becka Warren, Nancy Tusinski

- I. *Call Trustee Meeting to Order.* 6:32 pm
 - A. *Corrections and additions to the agenda.* None made.
 - B. *Approve August Minutes.* Becka moved to change header from ‘meeting agenda’ to ‘minutes,’ Dana second, passed unanimously. Laura moved to accept August minutes as amended, Dana seconded, passed unanimously.
 - C. *Public Comment.* No public present.
- II. *Library Director’s Report.* Discussion of HVAC system and its potential upgrade perhaps via ARPA. Suggestion of Board writing a letter in support of using ARPA funds to replace the HVAC system. Laura will write such a letter.
- III. *Financial Report.* Discussion of report.
- IV. *Scheduled Business*
 - A. *Budget discussion.* Discussion of the FY23 budget and process. The COLA suggested by the town is not yet known, nor is the cost of health insurance. Discussion of five-year wishes for personnel line items. Nancy will bring a new budget version to the October meeting.
 - B. *Facility walk-around overview/assessment to identify needs for coming fiscal year budget.* Porch rails – 5 are missing and one is rotten. There is rotten decking on the back deck. The cupola window needs to be mended. Carpet is 21 years old and the community room needs a new coat of paint- these two are the duties of the board to raise funds to replace. Carpet might be around \$20k, paint bids have not been requested; these both might be part of the annual appeal.
 - C. *Annual Appeal Process begins based on plan/priorities discussed in August.* Create subcommittee--Mailing list. 3,035 in donations 2021, typically \$5-6k per annual year. Carpet is leading contender for annual appeal. Could additional fundraising be a part of it? Local people, Byrne Foundation. 25th Anniversary of the building is in 2025. Annual Appeal committee will also discuss potential other fundraising for the coming year. Nancy has a list from Quality Mailing. Sarah, Becka, and Rita are interested in being on the committee, which should do most of its activities in October. Mailing usually goes out the 1st week of December. We will use the same service as last year. Personnel Committee will meet October 5. Fundraising Committee date of meeting is TBD.
 - D. *Annual review of Strategic Plan - Begin new process every 5 years (2019).* Due to time constraints this agenda item will be moved to a future agenda.
- V. *New Business*

- A. *Friday hours/Open hours.* Idea for the library hours to change on Friday to 10-2, and the staffing hours would then be distributed to allow staff time to prepare pre-public opening and close at the end of the day. Friday afternoon is very slow and this additional time of prep on either end of the public opening would be beneficial for patrons. Laura makes a motion to adjust hours to 10-2 on Friday, Dana seconded, motion passed unanimously.
- B. *Executive session.* Sarah moved the Board enter Executive Session for a personnel matter, Laura seconded, motion passed unanimously. Session began 8:06 pm. Becka moved to end Executive Session, Laura seconded, motion passed unanimously. No action was taken.
- C. *Policy clarification: employee holiday hours.* Becka moved that in the Personnel Policy section 1-V, to add “On a Library holiday, staff will be paid their regular scheduled hours up to eight (8) hours per day.” Laura seconded, motion passed unanimously.

Meeting adjourned 8:28 pm

Next Board of Trustees Meeting

Tuesday, October 19. At the Library Community Room and on Zoom.