

Hartland Public Library  
Board of Trustees  
Personnel Planning Sub-Committee  
Approved Minutes  
6:30 pm June 2, 2021

Present: Trustees: Dana Jacobson-Goodhue (Sub-Committee Chair),  
Laura Bergstresser, Nancy Tusinski (Director), Becka Warren

Absent: Trustees: Sarah Stewart Taylor

*I. Call Trustee Meeting to Order, 6:33 pm*

- A. Corrections and additions to the agenda.* None made.
- B. Public Comment.* No public present

*II. Discuss Long-Range Personnel Planning Goals*

- Goals
  - a. Create a transparent pay scale
  - b. Consider the director evaluation process
  - c. Create 5 year staffing plan, including:
    - What is the ideal we are moving toward
    - How to get there financially
- Next Steps and Resources, and the people assigned:

- a. Compare the existing personnel book for the library and the town (whatever is not addressed in the library handbook defaults to the town handbook). - *Dana*
  - b. Look at the staff hours directive in the strategic plan. *Dana*
  - c. Put when the library is open, count hours, and compile staff hours as well. (Typically staff are there 30 min. before library opens, but not in Hartland). *Laura*
  - d. Compile the information Nancy has about staff hour growth and volunteer hour reduction. *Nancy*
  - e. Nancy has a grid that is a formula for staffing investments and assessing. *Nancy*
  - f. Look at [United for Libraries](#) process for director evaluations and see if they have good ideas about that and other resources. *Becka*
  - g. VLCT puts out some information, which could be given to the municipality- could be a flash drive- lists other towns and what their personnel are paid. "VLCT municipal compensation and benefits report." *Laura*
  - h. Norwich also has public lists of pay scale. *Laura*
  - i. Rockingham pay scale and the rural library group may also be a resource, and the old state pay scale. *Nancy*
- Issues:
    - a. Staffing structure is based on historical use of volunteers
    - b. Town does not have pay scale to lean on
    - c. Town personnel handbook is lean

d. Lack of long-term plan for staffing

III. Schedule Future Meetings - We are aiming to have a recommendation to full Board of Trustees in August and September to advise the budget in October.

Next meeting, June 22nd at 6:30pm.

Meeting adjourned 7:33 pm.

Respectfully submitted Becka Warren, Board Secretary