

**Approved Minutes**  
Hartland Public Library  
Board of Trustees  
Special Meeting & Personnel  
Sub-Committee  
November 2, 2021 @ 6:30pm  
153 US Route 5, Hartland, VT 05048

Present: Laura Bergstresser, Dana Jacobson-Goodhue, Nancy Tusinski

Absent: Sarah Stewart Taylor, Rita Boynton

- I. Call Trustee Meeting to Order. 6:33 pm
  - A. Corrections and additions to the agenda. Correction is that we will approve the October Personnel Committee Minutes, not the August Minutes.
  - B. Approve October Personnel Committee Minutes. Discussion of minutes. Dana moved to approve the October 12, 2021 Personnel Committee minutes, Laura seconded, motion passed unanimously.
  - C. Public Comment. No public was present.
  
- II. Full Board Business
  - A. Review/approve annual appeal letter. Dana moved the Board accept the annual appeal letter with the suggested changes, Laura seconded. Motion passed unanimously.
  
- III. Scheduled Business
  - A. Staffing plan: transparent step schedule vs. merit increases
    - Questions to wrestle with on a step schedule question are: when you move to a stop schedule are you giving up COLA and merit? Discussion. In some situations the COLA and steps are melded. In others, not. In some situations the steps increase on hire anniversary date. Steps tend to be done on longevity not %FTE. Steps tend to replace merit. Discussion about whether a fully developed step schedule is appropriate at this time and Library, given the complexity of developing one.
    - Job descriptions should be updated and tightened. Discussion of creating a wage range for a job description, dated to the current year and tied to external comparables.
    - Discussion to continue Committee work with job descriptions, the range of wages for positions, and a wage statement to guide the Board.

- We propose a break in the Committee meetings while the town budget process is active, and then picking the Committee back up after the Town budget meeting. Likely return to meeting in January.
  - Laura and Nancy will be presenting at the December Selectboard meeting.
- B. Director job description/evaluation. To be discussed in future Committee meetings.
- C. Revise personnel handbook. To be discussed in future Committee meetings.

Meeting was adjourned at 8:01 pm