

Hartland Public Library  
Board of Trustees  
APPROVED MINUTES  
January 18, 2022, 6:30 pm  
153 US Route 5, Hartland, VT 05048

Present: Laura Bergstresser, Sarah Stewart Taylor, Becca Warren, Nancy Tusinski, Ana Mejia, Meredith Liben, Rita Boynton, Dana Jacobson-Goodhue

- I. **Call Trustee Meeting to Order.** 6:35 PM.
  - A. Corrections and additions to the agenda. We moved ‘Begin annual Director evaluation’ to New Business.
  - B. Approve December minutes. We added Dana Jacobson-Goodhue to the list of Present board members. Dana moved to approve the minutes as amended, Sarah seconded, motion passed unanimously.
  - C. Public comment. No comments during this section.
- II. **Library Director’s Report.** Director reviewed the reports. Laura asked a question about whether curbside usage has risen during the omicron surge, Nancy says not in particular. Becca asked a question about the popularity of take and make crafts, and Nancy relayed that all the kits that the Library can afford to make are taken.
- III. **Financial Report.** Discussion of financials. The periodicals line is related to having both digital and paper magazines. The net from the annual appeal thus far is very heartwarming and above a typical year; Nancy reports that folks were excited about new carpet for the Library.
- IV. **Scheduled Business**
  - A. *Board intro for candidates.* Public visitors asked questions.
- V. **New Business**
  - A. *Carpet fundraiser ideas.* Discussion of how to proceed with a fundraising plan for the carpet. Decision to set aside a 45 minute conversation time at the May BOT meeting to start discussing the carpet fundraising.
  - B. *ARPA funds discussion.* Some of the board members attended the ARPA meeting with Two Rivers Ott. Regional Planning Commission, and shared their impressions with the meeting.
  - C. *Bereavement policy.* Board discussed the bereavement policy. Sarah moved that we change the bereavement leave policy as written in the minutes, to:  

Section 9: Bereavement Leave

Employees will receive paid bereavement leave up to three (3) days per event. Employees may use bereavement leave for the death of a spouse, domestic partner, child, parent, stepchild, step-parent, sibling, grandparent, grandchild, sibling’s child, parent-in-law, sibling-in-law, child-in-law or similar loved one.

Pay for bereavement leave will be at the employee's regular rate of pay. Part-time employees will receive prorated bereavement pay based on the HPL Employee Yearly Benefit worksheet calculation and based on if the bereavement period falls on a day or days when the employee is scheduled to work.  
Dana seconded. Motion passed unanimously.

- D. Begin annual Director evaluation.* Discussion of process of Director evaluation.
- E. Executive Session — pay rates and library substitutes.* Sarah motioned to enter Executive Session in order to discuss personnel issues and pay rates because premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage. Dana seconded, motion passed unanimously. Board exited Executive Session at 8:36 and Dana motioned that all Library Substitutes will be paid \$15 per hour. Laura seconded. Motion passed unanimously.

Meeting adjourned 8:39 pm