

Hartland Public Library
Board of Trustees
Approved Minutes
July 19, 2022 6:30 pm
Zoom Meeting
153 US Route 5, Hartland, VT 05048

Present at the meeting: Nancy Tusinski, Rita Boynton, Becca Warren, Sarah Stewart Taylor, Meredith Liben, and Dana Jacobson-Goodhue

I. Called to Order at 6:32

- A. Corrections and additions to the agenda (June, not May, needs approving).
- B. Approve Minutes (JUNE and unapproved February).

For June minutes, Dana made the motion, Becca seconded and they were approved unanimously. Dana made the motion to approve February, Rita seconded and Sarah, Dana and Rita voted unanimously to accept them and put them to rest.

- C. Public Comment - there were no members of the community in attendance.

II. Library Director's Report - a lengthy one; there is a lot going on!

III. Financial Report - We wrapped up 2022 FY with a small surplus of \$727.90 which Nancy will roll into the library reserve fund. At this point we are at 9%, the reason being the start of the fiscal year is when many subscriptions are paid.

IV. Scheduled Business

- A. Handbook language - pushed to a future meeting
- B. Philosophy statement - pushed to a future meeting
- C. Sarah gave an update on conversation with Phil H. on Juneteenth holiday - the select board voted and it did not pass. The feeling is that it would be best to wait until the state votes to make Juneteenth a state holiday. The HPL board would like to take the same approach of 'watch, wait and see.'
- D. Carpet update/Fundraising - Nancy gave an update on conversation with Dave re: funds for carpet. The price has increased due to inflation so it is closer to \$60,000 if it were to be done piecemeal. There is a \$7,000 savings if it is done all at once. This quote is only good through 10/31/22. The lobby area is a priority. The children's room could also use an update. Curtains, carpet, paint are the responsibility of the HPL board and the town according to the current MOU. The carpet really is a capital expenditure so it might warrant further conversation. Town buildings are open for business but not for programming so the library is staying in line with that so the community room is not a priority. Aging in Hartland may be able to paint the community room from their grant. Atkinson is able to provide the board with mock ups of the rooms with the color(s) we choose.

- V. New Business: The board chose to go into executive session for the reasons of appointment or employment or evaluation for a public officer or an employee. Dana made the motion, Meredith seconded and the motion was passed.
- A. Youth Services Librarian update - Becca made a motion to adjust the Youth Services Librarian position to be 30 hours per week. Meredith seconded it and the motion passed unanimously.
 - B. Opening Hours - we used to be open 10-6pm on Friday. With the farmers market things were very slow so the hours were moved to 10-2pm. With the change of venue for the market and the eventual hiring of a Youth Services Librarian, Nancy would like to return the Friday schedule to 10-4pm. At the moment the busiest times of day in the library are Tuesday, Thursday and Saturday mornings. In the meantime, with a shortage of staff, the library may have to close some Fridays. Rita made a motion to adjust the HPL hours from 10-4pm once the Youth Services position is filled. The motion passed unanimously.
 - C. Initial Budget Discussion - COLA is expected to be 7% or more, which will mean an increase in HPL budget and expected increases to other town budgets.
 - D. Background Checks - Best practice would be to do a record check with the VT Crime Information office for the HPL staff starting with the Youth Services Librarian. It will cost \$30 per person. There would need to be a line in the application that explains this. Sarah made a motion that all future employees of the HPL may be subject to a criminal background check. Becca seconded the motion and it was passed unanimously. This will need to be added to the policies.
 - E. August Meeting - given the double duty Nancy is doing this summer and various board vacations, the idea was floated to skip the August board meeting.

Meredith moved to adjourn the meeting and Sarah seconded it. The motion passes unanimously. The meeting was adjourned at 8:35pm.

Submitted by Dana Jacobson-Goodhue