

Hartland Public Library  
Board of Trustees  
Approved Meeting Minutes  
October 18, 2022 6:00 pm  
153 US Route 5, Hartland, VT 05048

Present: Sarah Stewart Taylor, Becca Warren, Dana Jacobson-Goodhue, Traci Joy, Rita Boynton, and Meredith Liben.

- A. Call Trustee Meeting to Order - 6:05pm
  - a. Corrections and additions to the agenda - Becca wants to make a plug for the VT Dept of Libraries work on strategic planning.
  - b. Approve September Minutes - Becca made a motion to approve the Sept minutes. Sarah seconded it and the motion was approved unanimously.
  - c. Public Comment - no public present
  
- B. Traci/Youth Librarian - likes to have visuals for kids, like decorations and holiday scavenger hunt as a way to get to know the library. For outreach, she has contacted 4-Corners Child Care, The Cooperative Pre-School and librarian/art teacher at HES. Apple crafts and cider tomorrow evening. Will be at the rec center for halloween with info about library cards. Will likely survey people about what they want to see at the library - creative writing, read to a dog, etc. Weeding out the collection at the moment. Developing graphic novel collection (fiction and nonfiction). Possibly an event with the Center for Cartoon Studies. Story time is still not well attended. Will reach out on the listserv as well as partnering with Aging in Hartland.
  
- C. Library Director's Report - it would be nice at a future meeting to incorporate the town's DEI statement. The library has had a 29% increase in library card holdings since this time in 2019. Other libraries are seeing a shift to digital patronage just as HPL is.
  
- D. Financial Report - we're a little above the 25% mark because there are purchases that have to be made in full at the start of the fiscal year.
  
- E. Scheduled Business
  - a. Finalize budget - The New England Cost Index (used for COLA purposes) is 7.2%. This town already approved a 3.5% increase for FY23 drawing on ARPA funds. Now all town employees will be adding 3.7% increase for FY24. We'd also like to bring back the tech tutor. Very popular program helping people with tech issues 4-6 hours per week. Paid \$15/hour and would cost \$1500 per year. We would also like to increase the youth librarian salary by \$1.00. We also want to continue with the plan to increase the adult book budget and programs budget. Becca made a motion to approve the FY24 budget as discussed. Meredith seconded the motion and the motion was approved unanimously.

- b. Fundraising/Annual Appeal - would a signature page represent a large increase in cost? A tear off sheet would be helpful for accounting purposes. Nancy to check with Doolittles. Letter needs to be ready for the November meeting. Becka will work on the database.
- c. Board recruitment - Sarah and Dana's seats are up in March.
- d. Personnel committee to work on director evaluation template/process. It would be good to create Library Board Trustee job descriptions. Next Tues, Oct 25th at 6pm.
- e. Changing Library Hours - Meredith made a motion to change the library hours as proposed and Rita seconded the motion. It was passed unanimously.

Tues - Thur 10 - 6

Friday 10 - 4

Saturday 9 - 2

Closed Sundays and Mondays

- f. Personnel Handbook Language -
  - i. [Sick Leave] The town permits two years of sick time to be carried over and that was not part of the HPL personnel library. These sick days would not be paid out should the person leave. Meredith moves that we align the library sick time to the town of hartland. The director would have 11, staff between 30-34 hours are 9 and other part-time staff will receive 5. Rita seconded the motion and passed unanimously.
  - ii. [Parental Leave] Dana made a motion to remove the word "female" from the last sentence. Rita seconded the motion and it passed unanimously.
  - iii. Sarah made a motion to include the statement: "Personnel policies not addressed in HPL handbook would default to the town of Hartland personnel handbook" on the first page. Becka seconded the motion and it passed unanimously.