

Vermont Hartland Public Library

Board of Trustees

Approved Minutes

February 28, 2023 **5:00 pm**

Zoom link:

<https://us06web.zoom.us/j/87577439739?pwd=eIBpakozVXluUVZWbkVtL3FvZ1dFdz09>

153 US Route 5, Hartland, VT 05048

Present: Dana Jacobson-Goodhue, Sarah Stewart Taylor, Becka Warren and Meredith Liben, Nancy Tusinski and Rita Boynton (remote).

- I. Call Trustee Meeting to Order at 5:05pm
 - A. Corrections and additions to the agenda - Liz was intending to present at the trustees meeting today but due to illness/snow she will present another time.
 - B. Approve January Minutes - Meredith made a motion to accept the January minutes and Becka seconded the motion. The motion was approved unanimously.
 - C. Public Comment - no public present
- II. Library Director's Report - Sustainable Libraries is very exciting. They are only accepting 9 libraries. This is not just about Energy Audit but it included programs on mending and recycling etc. Membership fee provided by an anonymous donor. Senior Cafe begins April 7th and will be held monthly on Friday and possibly biweekly. Lots of well attended programs this month for both adults and youth.
- III. Financial Report - we are on the high end because a number of bills are paid in January. There was also the unexpected 3.5% increase retroactively, another employee is taking insurance and an increase in library substitutes. Publicity was also higher due to ads for hiring. Things will be tight and reserves will likely be used up. If the library exceeds its budget the deficit will be absorbed by the town general fund.
- IV. Scheduled Business
 - A. Background info on meeting room third party insurance policy - if a group wants to use the community room they do not need 3rd party insurance. Dave is asking that going forward, outside groups have 3rd party insurance in concert with the rest of town buildings. Nancy and Sarah have both done research about this. Towns are trying to button this up, however, most libraries do not require this. Dave clarified that this is specifically when outside groups use the library when librarians aren't present. Some town libraries request groups sign a waiver of liability. This would be expected of nonprofits. One day insurance can cost up to \$70. Possibly a solution could be to create a fund to purchase one day insurance for groups that can not afford 3rd party insurance. What size (town population) requires 3rd party insurance? After hours the only people using the community room after hours are Aging in Hartand and the Energy Committee. Dave would like to attend the March meeting to discuss.

- B. Mask signage - questions about the mask signs have come up in the community. The only place regionally that requires masks is DHMC. The current sign can be read as if it is a requirement and can be seen as HPL is a last hold out. What about using the words from the policy itself in the signs? Nancy reminded the trustees that the director implements policy and would like to bring it to the staff. Only about 20-25% of people wear masks in the library. Summer reading theme is “all together now” and Nancy pictures something similar in a new generation of signs.
- C. Carpet discussion - even if the board wants to begin with just the lobby and community room the cost of the project will exceed the threshold and requires it be put out to bid (RFP process will also be explained by Dave in March.)
- D. ARPA Funds - portion of funds will go to town and another part to the Dept of Libraries for another portion. It is designated specifically for capital projects in rural libraries. The process starts with a needed assessment due March 31st. Understanding that these are shovel ready projects like the carpet and/or HVAC. The last strategic plan surfaced the idea of a second bathroom. What about weatherization and/or solar panels? Rebuilding the deck for outdoor programming could also be useful. Addressing the parking lot to avoid ice issues?
- E. Strategic Plan - consultants can cost between \$3000-\$30,000. Anything over \$5,000 will have to go out to RFP. The VT Community Foundation has grants for up to \$5000 for strategic planning consultants. We can't complete the application until we have set a budget and timeline. As a board we might need to create a scope of work in advance.
- V. Sarah said thank you to everyone for working with her. Meeting adjourned at 6:50pm.

