

Hartland Public Library  
Board of Trustees

Approved Meeting Minutes  
Tuesday, Mar 21, 2023 06:00 PM  
153 US Route 5 Hartland, VT

In person and Zoom

Present: Rita Boynton, Becca Warren, Dana Jacobson-Goodhue and Chris Drain, Nancy Tusinski, Director and Dave Ormiston, Town Manager.

Meeting called to order at 6:00pm.

1) Call Trustee Meeting to Order

- a) Corrections and additions to the Agenda - plan to reorganize the board will take place before orientation and setting meeting schedule.
- b) Approve minutes - Dana made a motion to approve, Rita seconded and the motion passed unanimously by those present at the last meeting.
- c) Public Comment - no public present

2) New Business

- a) Community Room Guidelines (Town Manager) - the town has a policy for usage of town spaces that includes ensuring guests have insurance. Counsel for the town has recommended that the library maintain the same policy as the town; this includes during the time that buildings are open as well as after hours. This would be new for the HPL and as such it may take some time. Becca asked if Dave wanted us to create our own policy or to accept the town's policy wholesale. He said it would be more on the side of accepting it wholesale and will mostly pertain to the community room but not exclusively. Dave will share policy with Nancy prior to the April meeting and we will add it to the April agenda.  
Dave also ran through the Request For Proposal (RFP) process under the Purchasing Policy, which applies more to contractors. There is more leeway for hiring a consultant (strategic planning). We could put out an RFQ (Request for Qualifications). Dave's read is that there may be a minimum amount of \$10K that would require a consultant. Choices can be made based on criteria other than price. Consideration must be made in broadly advertising for RFPs.  
There was a brief discussion about working with the town manager in the future on state and federal grants for libraries.
- b) Election of Board Officers (Vice Chair). Rita nominated Becca to be Chair and Dana seconded. The motion was passed unanimously. Rita nominated Dana for Vice Chair and Becca seconded. The motion was passed unanimously. Rita nominated Meredith for secretary and Becky seconded. The motion was passed unanimously. Dana nominated Rita to treasurer and Becky seconded. The motion was passed unanimously. Chris accepted the position as Member at Large.

- c) Board Orientation/Set meeting schedule - Becka asked Nancy to print out new copies of some of the items for the HPL trustee binder. Most critical is the open meeting law and that if there is a quorum of board members present there can not be discussion of library business. This included email/work in gDrive. Nancy wanted trustees to know that email is subject to public record. Becka reviewed subcommittee work. In the past that has included Personnel Committee and Fundraising. Coming this next year there will also be Strategic Planning. Meetings will continue to occur the 3rd Tuesday of every month at 6pm.
  - d) Volunteer Appreciation Month (Director) - April 16-22nd is volunteer appreciation week! There are 6-7 regular volunteers since the program started back in September. It may not work to have a luncheon one day but we want to have some way to recognise the HPL volunteers. Nancy requested some Library Fundraising Appeal money (not to exceed \$100) to use toward gifts.
- 3) Financial Report - the budget status report shows that we are over in library substitutes because of staff turn over and open positions. We are also above in insurance as two staff are taking insurance who hadn't been previously.
- 4) Library Director's Report - Sadly a long-term volunteer and member of the Friends, Jean Day, passed away on March 10th. She was integral in the library being in its current location. There were 45 attendees at the Fireside Stories! The trash and recycling receptacles are back on the porch. There is a taped webinar from VTLib on the Needs Assessments process for their monies. Nancy also spoke with Lucinda and Norwich used Empower Success Corps for their strategic planning process.
- 5) Old Business
- a) State and Federal Grants for Libraries - the Needs Assessment process is a critical step in accessing these grants. We might consider the carpet, 2nd bathroom, HVAC system. This is for shovel-ready projects, not a wish list, and air filtration/internet access are also priorities. If there was a small group of very passionate people, the infrastructure grants might be worthwhile.
  - b) Strategic Planning - the library is governed by a 5 year strategic plan. We had to put it off due to the pandemic. We are looking at VT Comm Foundation (need timeline and a budget), to look at grants to defray the costs. Rita has found someone who would like to serve on the committee. Becka has worked on the scope of work for the consultant. We will discuss more at length next month.

The Board would like to extend our gratitude for Sarah Stewart Taylor's years of service at the HPL.

Next meeting: April 18, 2023 @6pm include Facility Walk Around

Meeting Adjourned 7:53pm

Respectfully submitted, Dana Jacobson-Goodhue