

Board of Trustees
Hartland Public Library
Approved Minutes
April 20, 2023 6:00 pm
In Person and Zoom
153 US Route 5 Hartland, VT

Meeting called to order at 6:18 pm.

Present: Rita Boynton, Becca Warren, Dana Jacobson-Goodhue, Chris Drain and Meredith Liben, Nancy Tusinski, Director

Public Comment - There is no public present.

- 1) Personnel Items - We need to find a new library director as soon as possible.
- 2) We were discussing the stages from the sample Library Director Hiring Timeline to see if they make sense to us. See full document [here](#) starting on page 2.
- 3) Priorities for this meeting:

Identify costs of hiring process:

- Job postings
- Pay for finalist background checks
- Pay gas or some aspect of visit costs for finalist
- Think about equity implications for candidates to draw someone in

VT Municipal Compensation and Benefits Report that lists statewide town employees. Martin should have at least the 2022 data.

Determine search process and timeline -

- 4) Make-up of search committee:
 - a) 1-2 Board members - Becca Warren is chairing and Rita Boynton will represent the board..
 - b) Possibly a former board member - TBD
 - c) Staff member - Erik Van Eck
 - d) Community member at large - Harriet Dumas

Setting target dates for steps:

Timeline	Step	Target Dates:
	Establish search committee	April 27th
	Posting job opening w/JD & salary range	3 weeks- 5/15/2023
	Review and screen candidates	3-4 weeks open. Cutoff 6/15/2023
	Conduct Interviews	Late June to July
	Make offer -	Early-mid August
	Start date	Early-mid August

ALA jobsite and/or
 Simmons College (MILS candidates tend to look there if in NE).
 VT Library Association has a jobs page.
 NH Library Blogspot
 Other to draw in more diverse candidates?

Appoint search committee

Not for now - discuss qualities desired in new director Review job description - take this offline to do without Nancy as this is a BOT duty.

Determine salary range - Nancy will weigh in. The process is stalled for comparables across the VT state libraries for now.

Vermont League of Cities and Towns does put out an annual list of salaries of town employees. Nancy will ask Martin if he has a fairly recent one.

5) Executive Session- Moved by Becka and seconded by Chris Drain. *"Because we are discussing specific employee personal matters, I move that we go into executive session to discuss the evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes."*

6) The board came out of Executive Session at 8:05. Becka moved and Chris seconded that we come out of executive session. Dana moved that we approve the following transition plan to will be offered to the three staff people who will be seeing the HPL through the transition.

As of May 31st:

- Liz will be offered an additional hourly pay of \$1.15 to step into some of the assistant librarian and children's librarian roles. Her hours will be raised to 25 hours until the new assistant librarian is hired at which point her hours will be reduced back to 20. Once the new director is hired, her hours and hourly pay will return to her contracted rates.
- Eric and Traci will be offered the interim co-director role through the transition. Both will be offered five additional hours per week. Both will be offered an hourly pay raise of \$7.50 for the increased duties and responsibilities. Once the new director is hired, their hours and hourly pay will return to their contracted rates.

Chris seconded. Motion was passed unanimously.

Meeting was adjourned at 8:18 pm.