

Hartland Public Library
Board of Trustees
Minutes
April 18, 2023 6:00 pm
In Person and Zoom
153 US Route 5 Hartland, VT

- I. Meeting called to order at 6pm. Present: Rita Boynton, Becca Warren, Dana Jacobson-Goodhue, Chris Drain and Meredith Liben, Nancy Tusinski, Director
- II. Building Tour with Library Staff 6-6:30 pm - Erik gave us an extensive tour of the library with all the facilities explained (including all the areas needing some maintenance).
- III. Hybrid Meeting began 6:50
 - a. Corrections and additions to the March minutes - write Sarah Taylor Stewart's name into the minutes.
 - b. Approve minutes - Chris made the motion to approve and Rita seconded. There was a unanimous vote to approve.
 - c. Public Comment - there were no members of the public present.
- IV. Financial Report - Nancy reported the reason's we're over budget at this point in the year. The reasons are the same as last month (more staff taking insurance, more substitute librarians were needed and the children's librarian's pay was increased).
- V. Library Director's Report
 - a. Copier fees - Nancy proposed there be a limit on the number of pages that can be copied for free (B &W copies). Chris made a motion that we cap the number of copies that can be done without charge at 25. Rita seconded. Anything more would be charged at .10 copy thereafter. Approved unanimously.
 - b. Staff Development Day - the library staff would like to have a staff development day on May 17th which means closing the library on that day. Rita makes the motion to close the library to the public on May 17th so the staff can have a professional development day. Dana seconded. Approved unanimously.
 - c. Review of treasurer's job description to fold into the BOT bylaws. The board of trustees is the fiduciary arm of the public library and needs to be the liaison to the town finance department. That puts an onus on the treasurer of the BOT. There hasn't ever been a job description. Since Nancy's tenure, the Selectboard, rather than the BOT and town treasurer, has signed off on bi-weekly invoice cover sheets. Dana moved and Meredith seconded that the job description be placed into the bylaws for the BOT. The motion was passed unanimously.

VI. Old Business

a. Strategic Plan - as has been noted, the strategic plan is overdue because of Covid. Nancy noted it would be a lot of pressure and overwhelming to a new director coming on right in the midst of a strategic planning process. This is getting tabled until the May meeting since there are compelling reasons to put it off through the changeover of library leadership.

b. Funding updates:

i. Needs Assessment for VT Dept Library future funds - the needs assessment was filed with the department. A copy is in the google drive. With Nancy's retirement imminent, the board will need to take a leadership role on the capital projects and responsibility for moving the process along. Brian Sager of ARC did the original estimate several years ago and said to add 30% to that old quote to bring it into line with current costs. Sarah Bruce, of the Hartland Energy Commission, did a lot of work scoping out the HVAC updates required for the library and is a resource. Meredith and Dana are going to create a 'shovel ready' spreadsheet so we know where the different potential projects are in the pipeline.

ii. Other - There are ARPA and Treasury Department money flowing to the town. Some of this is internet-access oriented and another big pot is focused on energy upgrades and may fund bigger projects. Even many of the recommendations made during the two energy audits for weatherization projects (which are substantial) would be eligible. ARC Mechanical indicated they'd want the weatherization projects fulfilled before the HVAC improvements.

b. Community Room painting - the current sole bidder won't use low VOC paint and Nancy is understandably reluctant to introduce toxins into the library. Meredith is going to call Mark Ballou and Rita is going to talk to Dave Boynton. Even if the painting can't be done until the fall, lining up a painter will still ensure it getting done.

VII. New Business

a. Personnel discussion - Timeline for hiring: Nancy is retiring! and we need to work as quickly as possible on finding a new library director. Her last day in the library will be May 19th but she will be working through the end of May. Her final day will actually be the 29th of May.

We also just got word that Peggy, our wonderful library assistant, is moving to a full time role at her other position and will be leaving April 29th.

Nancy shared a visual of a 'typical' week of coverage and staffing patterns. One big thing with Peggy's departure is that she is the Saturday regular. That has eased

demand on the rest of the staff and also means we're losing the current face of the library for Saturday patrons.

In response to a board question, Nancy indicated that the youth services librarian is currently the librarian in charge in the absence of the director.

The remaining staff has all indicated willingness to take on extra hours through this transition time, particularly Liz, but Nancy is eager to hire this library assistant opening if possible before she departs. Chris moved, Rita seconded and the motion was passed unanimously to authorize Nancy to move ahead with posting the assistant librarian position and interviewing responding candidates.

- b. Executive Session - Becka moved and Dana seconded for us to move into executive session. *"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."*
- c. The board came out of executive session at 8:22. During executive session, the decision was made to post the library assistant position at a range of \$16.75 - \$18.
- d. calendar of the year - getting tabled for next time.
- e. We are going to meet at 6:15 on Thursday, April 20th to continue to plan for library functioning when Nancy retires. This will mean fleshing out an interim director plan and spelling out the hiring process.

VIII. Meeting adjourned at 8:26