

Hartland Public Library Board of Trustees
Minutes
Special Meeting

Thursday May 4, 2023, 5:30 pm

153 US Route 5 - Hartland, VT

I. Meeting was called to order at 5:33.

Present: Rita Boynton, Chris Drain, Dana Jacobson-Goodhue, Becca Warren, Meredith Liben

- a. Corrections and additions to the Agenda.
- b. Approve minutes from 4/27/23 Special Meeting. Chris moved to approve the meeting minutes with the following corrections noted: that Chris Drain had seconded the acceptance of the April 20 minutes and the motion passed unanimously. Dana seconded. Passed unanimously.
- c. Public Comment - there was no public present.

II. Old Business

- a. Personnel Updates - Liz has resigned effective May 31st. Liz has accepted the library director position in the town where she resides. Liz has agreed to continue to substitute here as that is a part time director position.
- b. Director Succession Updates: Traci Joy and Erik van Eck are excited about the co-interim director position although the thin staffing is a bit overwhelming. The board is on board to support them through this short staffing window but want to be genuinely useful.
 - i. how to honor Nancy - Becca moved that the secretary and the treasurer use funds from the fundraising account to purchase recognition items to honor the retiring librarian. Those funds will include the purchase of a lunch for the Staff Development day. Chris seconded. Passed unanimously.
 - ii. Executive Session - Because we are discussing specific employee personnel matters, Becca Warren moved and Rita seconded that we go into executive session to discuss the evaluation/compensation of a public officer or employee. Executive session was entered at 6:08.

Because premature general public knowledge would clearly place the state, municipality, other public body, or a person involved at a substantial disadvantage as noted in 1 V.S.A. § 313(a)(1)

- iii. Becka Warren moved and Rita seconded that we exit executive session after discussing the evaluation/compensation of a public officer or employee. We did so at 6:19.
 - iv. No decision was made in the executive session that required a vote.
- c. Appoint Director Search Committee - the Search Committee will need emails associated with their function as a public library search committee. Meredith moves to create a search committee for the library director. Chris seconded. Passed unanimously.

Meredith moved to appoint the following people to the Library Director Search committee:

- Becka Warren to chair
- Rita Boynton as board member
- Harriet Dumas as community representative
- Erik van Eck as the library employee representative
- Tina Skehan as community representative

Chris Drain seconded. Passed unanimously. Dana is setting up dedicated emails and Meredith will set up a doodle poll with availability for evenings next week. Tues/Thur at 6:00 Saturday morning at 9am were times both Becka Warren and Rita Boynton were available next week.

- b. Finalize Director Job Description - Meredith moved to accept the job description as drafted. Rita seconded. Passed unanimously.
- c. Finalize Director Salary Range - Rita moves that the salary range for Library Director job be from \$50,836 to \$57,550. Meredith seconded. Passed unanimously.

The meeting was adjourned at 6:58 pm