

Hartland Public Library Board of Trustees  
Approved Minutes of Tuesday, May 16, 6pm  
153 US Route 5  
Hartland, VT

- I. Trustee Meeting called to Order at 6:10 PM. Present at the meeting were Erik van Eck, Traci Joy, Rita Boynton, Dana Jacobson-Goodhue and Meredith Liben in person. Chris Drain, Becka Warren and Nancy Tusinski were present via Zoom.
  - a. Corrections and additions to the Agenda - there were none.
  - b. Approve minutes of April meeting - Dana moved to accept, Rita seconded. Unanimously approved.
  - c. Approve May 4 Special Meeting. Becka moved to accept with the following corrections - corrected spellings and names of interim co-directors, corrected language of the interim co-directors, corrected spelling of personnel, added precise statute language of the reason for entering into executive session.  
Dana seconded. Unanimously approved.
  - d. Public Comment - there was no public present.
- II. Financial Report - Rita has taken on the oversight and signing off on expenses prior to going to the selectboard and submitted for payment. The budget will be over slightly due to reasons beyond the library's control: employees needing to pick up health insurance, staff turnover, increases in hours.
- III. Library Director Report - There is lots going on this spring and participation has been good. "Sherlock Bones" is a certified therapy dog who will be coming in to be read to by Hartland children this summer. Children who were present at his 'interview' were excited there was a dog in the library who was going to be a regular.
  - A. The Selectboard is going to be reviewing Town of Hartland personnel policy. We will need to keep an eye on that process since the town policy guides what we don't explicate in our personnel handbook.
  - B. Personnel Update: the highlight of the Director's Report is the hiring of Rhys Morris as the new library assistant. He will assume Peggy's hours and responsibilities. Rhys will be working every Saturday.
- IV. Old Business
  - A. Director Succession - there is a detailed list of duties Nancy developed along with a proposed division of labor and duties between Erik van Eck and Traci Joy in their roles as interim co-directors. .

- B. Search Committee Update: the vacant library director position has been posted widely and will be up until filled. Preference is given to applicants who apply before June 15th. Becka nominated Colleen Lannon to join the search committee. Dana seconded. She is a former trustee and was on the search committee that hired Nancy Everyone was pleased at her being added. Unanimously approved.
- C. Funding Opportunities Plan - Becka would like to turn over investigating funding opportunities and refining the shovel ready projects list to Dana. There's another tranche of money coming to municipalities with energy needs. We have some energy needs at the library. Dana expressed willingness to take this on.

V. New Business

A. Policy

1. Key Holder - Liz will remain as a key holder for the building. She is known, has a solid track record at the library and will be a reliable substitute.
2. Staff in Building - Language to be added to Section 14 General:  
  
Staff safety - Two paid staff people must be in the library building for the building to be open. This includes after-hours library programming. Dana moved and Chris seconded. Passed unanimously.
3. Museum/Parks pass loan periods - Nancy recommended we change the wording for borrowing policies as follows:  
  
Books, DVDs, audiobooks are checked out for 3 weeks.  
Tech equipment and Library of Things items are checked out for 7 days.  
  
Museum and other passes are checked out for 7 days. One pass may be checked out at a time. Passes are not renewable and may not be checked out by OneCard patrons who do not reside in Hartland.  
  
Dana moved and Meredith seconded. Passed unanimously.

- B. Executive Session - Becka moved to enter into executive session 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).

We entered executive session at 7:20.

We departed executive session at 7:23.

Rita moved that we compensate Elizabeth Fredericks \$16.50 for her substitute hours. Meredith seconded. Motion passed unanimously.

VI. Meeting was adjourned at 7:24.