

Hartland Public Library Board of Trustees
Meeting Minutes
Aug 15, 2023 @6pm
153 US Route 5 Hartland, VT

Present: Becka Warren, Rita Boynton, Chris Drain, Traci Joy and Dana Jacobson-Goodhue

I. Called Trustee Meeting to Order at 6:05pm

A. Corrections and additions to the Agenda

Add to Old Business: Director Update and =Personnel Update, Move Capital Grant Planning to Old Business and include Window Inserts. Paint Chip discussion will be moved to September.

Skip Policy manual review

B. Approve minutes from the July Board of Trustee Meeting and two special BOT August meetings.

Chris made the motion to approve July 18th minutes as written and Rita seconded. The motion passed unanimously.

Dana made a motion to accept the minutes from July 24th and Becka seconded the motion. It passed unanimously.

The meeting minutes from August 4th could not be approved because there was not a quorum of people present.

C. Public Comment - no public was present

II. Financial Report - Martin suggested the Trustees use the Repairs/Maintenance line for the painting of the Community Room. We are 5.85% into the new fiscal year and we are a bit over due to the annual dues that are made early.

III. Library Directors' Report -

IV. Old Business - the Friends have been very clear that the Trustees do not expect budgeted items to be covered by the Friends. Their budget is for the librarian's unexpected needs and wishes as they arise. Great success with the Wild Community Event and the Summer Reading. Senior Cafe is also doing well. The back porch is looking better! Traci thinks it's a nice space. The new Youth Services Librarian will start this week. September agenda should include the Fundraising Appeal. Circulation is also still growing.

- A. Director Updates
 - 1. Traci Joy has accepted the offer to become the new HPL Director.
 - 2. Becka made a motion to thank Erik for their work as a co-interim director. Rita seconded the motion and it passed unanimously.
- B. Personnel Update: Traci has offered the Youth Services Librarian position to Amy VanderKooi and she has accepted. She will start on August 21st.
- C. Window Inserts will be generously built this fall by the Energy Committee
- D. Infrastructure Planning Activity
- E. Capital Grant Planning update - MERP "mini grant" for ADA assessment has been approved.
- ~~F. Policy manual review~~

V. New Business

- A. Review proposed changes to Job Descriptions for Youth Librarian and Circulation Desk/Technology positions
 - 1. Potential hybrid position change to join two part-time positions to become a full-time position.
 - 2. Requiring background checks for new hires - next step is to ask what the Rec Center is doing for parity
- B. Proposed changes to policy (Item 14) to address reduced staffing issues. Will review wording at the September meeting.
- ~~C. Capitol Grant planning~~
- D. Communications campaign to celebrate and publicize the new library staffing ~~and energy~~. Traci is thinking about wording of the press release. Perhaps we should put together a celebration to inaugurate the new director at the end of September, early October.

Next meeting is September 19th at 6:15pm.

VI. Adjourn meeting at 8:07pm

Respectfully submitted by Dana Jacobson-Goodhue