

Hartland Public Library
Agenda of the Board of Trustees
Meeting
Tuesday, September 19, 2023 @6:15 pm
at Hartland Public Library
153 US Route 5 Hartland, VT

- I. Meeting was called to order at 6:08. Present were: Becka Warren, Rita Boynton, Chris Drain, Meredith Liben, Traci Joy (Director) and Dana Jacobson-Goodhue (via Zoom).
- II.
 - A. Corrections and additions to the Agenda
 - B. Minutes from August 15 Becka moved and Chris seconded that the minutes with corrections be approved. Motion was unanimously approved with corrections.
 - C. Public Comment - there was no public present.
- III. Financial Report
 - A. The budget is currently under but new book purchases will be ramping up with the new staffing in place.
- IV. Library Directors' Report
 - A. There will be story time every Saturday.
 - B. Becka and Traci will meet regarding the budget for FY24.
 - C. In October, the surplus books from the annual Friends of the Library book sale is going to be offered for free/free will donation to the community.
- V. Old Business
 - A. Building updates - we have been approved to do an ADA assessment for the library.
 - B. Fall appeal letter plan - we need to decide what to do with the limited funds we have to spend on the appeal. Dana will draft the letter and Chris will proofread it. We are going to do an open appeal for books and supplies.
- VI. New Business
 - A. Executive Session - Becka moved and Chris seconded that we go into Executive Session to discuss a personnel matter under the provisions

of Title 1, Section 313(a)(3) of the Vermont Statutes.” The motion was passed unanimously. The board entered executive session at 6:46. The Board exited executive session at 7:02.

- B. Meredith moved that we accept the proposal to expand the Community Engagement Librarian into a 30 hour a week position. Dana seconded the motion. The motion was passed unanimously.
- C. Becka moved and Chris seconded that the wage for the Community Engagement Librarian be set at \$22. The motion was passed unanimously.
- D. HPL Staff Policy text change : Section 14 - Dana moves that we accept the proposal to adjust the policy language in Section 14: General to read at least one paid staff person and one experienced volunteer must be in the library building for the building to be open. This includes after hours programming. Becka seconded the motion. The motion was passed unanimously.
- E. Paint color announcement - the colors for the Community Room paint job are going to be Mascarpone and Soleil.
- F. Bathroom door lock - at Traci’s recommendation we are going to try to give up the handing out of the key for the bathroom.
- G. Community room door key code update - Martin ordered a keyless keypad for the Community Room Door exterior door.
- H. Library Party update - there was discussion of all needed to make the party happen.

VII. Adjourn - Becka moved to adjourn at 7:45. Meredith seconded. The motion was passed unanimously.