

Hartland Public Library
Board of Trustees
Meeting Minutes
153 US Route 5 Hartland, VT
Tuesday, November 14, 2023 6:15 pm

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

- I. Call Trustee Meeting to Order at 6:18 pm.
 - A. Corrections and additions to the Agenda - be sure to discuss VT Edition podcast on libraries during budgeting, canvas totes in Director's Report
 - B. Approve minutes: October 17, 2023 BOT meeting - include date and time. Dana made a motion, Rita seconded and the minutes were approved with corrections
 - C. Public Comment - no public present
- II. Financial Report - Dana asked if the board documents were the reason for raising printing costs and Traci thought it was more due to publicity for events and new library information.
- III. Library Director's Report - events going well! The annual report has been submitted. Discussion of creating library canvas totes with our logo. Perhaps Friends of the Library could help support the capital outlay? Incorporate "merch" into annual appeal?
- IV. Old Business
 - A. FY 2025 Budget - Becka made a motion to accept the proposed FY '25 budget of \$270,956.27 and Chris seconded the motion. The motion passed unanimously.
 - B. Annual Appeal Letter - Chris made a motion to allocate up to \$3000 from the fundraising account to pay for the appeal letter. Rita seconded the motion and the motion passed unanimously. Tasks: clean up address list, send to Doolittle's, thx notes in Jan.
 - C. Succession planning - Rita does not intend to run again and has spoken with an individual who has already begun collecting signatures.
- V. New Business
 - A. Executive Session - Becka moved to go into Executive Session to discuss contracts and Chris seconded the motion. Motion passed unanimously. The board left executive session at 7:15pm. Rita made a motion to recommend Arnold & Scangas Architects to the

Acting Town Manager for an ADA Assessment using the MERP mini-grant. Dana seconded the motion and the motion passed unanimously.

B. Mission Statement: Becka moved to accept the mission statement (below) as written. Rita seconded and the motion passed unanimously.

“The Hartland Public Library is a focal point of the community - a gathering place for all people. The purpose of the Library is to provide free access to materials, resources, and programs for the educational, recreational, and informational needs of the community.”

C. Book checkout times - discussion

D. End of Year Appreciations - lunch on a Wed/Thurs on December 20th or 21st.

E. Federal/holidays/paid time - Staff and HPL Policy Manual update from Chris: he is making suggestions in “Drain Comments” in the Drive. Discussion of inequity with the federal holiday list when Veterans’ Day falls on a Friday.

VI. Adjourn - meeting adjourned at 8:23pm