

Hartland Public Library  
Board of Trustees  
Meeting Minutes  
153 US Route 5 Hartland, VT

Tuesday, December 19, 2023 6:15 pm

- I. Called Trustee Meeting to Order at 6:15 by Becca Warren. Present were Rita Boynton, Chris Drain, Dana Jacobson-Goodhue, Meredith Liben, Becca Warren and Traci Joy, director.
  - A. Corrections and additions to the Agenda - Item G was removed since it was a duplicate item.
  - B. Approve minutes: November, 2023 BOT meeting: Chris moved and Rita seconded. All approved the minutes with one sentence about the handbook removed as inaccurate. Meredith abstained because she was not at the meeting.
  - C. Public Comment - there was no public present.
  
- II. Financial Report - We are tracking on budget for the current fiscal year.
  
- III. Library Director's Report - the library report and the budget presentation to the Selectboard went well. In general, the Selectboard was supportive of the library and congratulated Traci on how welcoming the library feels. FICA costs per the acting town manager have gone up as has the cost of health insurance for the town plan. This has caused the adjustment to the budget approved by the board. .
  
- IV. Old Business
  - A. FY 2025 Budget - there are no more known steps until the entire budget is voted at Town Meeting
  - B. Annual Appeal Letter - the mailing list has gotten tangled across town lists and our own records.
  - C. Succession planning - no updates.
  - D. Building updates - Arnold & Scangas has been formally hired to do an ADA assessment. The state libraries capital grants website has been refreshed but no real dates or news on the funding streams.
  - E. Federal holidays - Topic tabled until January except that the two federal holidays in January and February that fall on a Monday will cause the library to be closed on Tuesday that would otherwise be a BOT meeting. The January meeting will be Wednesday 1/17/2024 at 6:15 and the February meeting will be Thursday 2/15/2024 at 6:15.

- F. Checkout times and auto renewal - Starting in January, new materials will be limited to 2 week loan periods. Auto renewals will be limited to two auto renewals per item.
- G. Staff lunch - is scheduled for December 21st 12:30 - 1:30. Chris is picking up the food and Rita is staffing the desk so the full staff can be together. There are some items for staff appreciation that Rita has organized.
- H. strategic planning - we need to decide whether or not to get an external planner to support the strategic planning process.

V. New Business

- A. Merchandise - Traci would love the library to have tote bags that represent the HPL. She has discovered a way to create beautiful tote bags that are unique and not mass-produced. The Friends will support the outlay and the profits could come back to The Friends for the purposes of replenishing the books purchasing budget or whatever they need. Traci will continue to work with the Friends on this.
- B. Director evaluation - Traci's 6-month review is due in February and there are other staff reviews coming in the New Year. This will be revisited in January.
- C. Policy discussion - Dana will do some follow-up work and get back to the board.

VI. Adjourn - Becca moved and Meredith seconded that we adjourn at 7:58. The motion was passed unanimously.