

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

Wednesday, January 17, 2024 5:30/6:15 pm

- I. Trustees' Meeting was called to order at 5:33pm for signing of thank you notes for the annual campaign donors. Present were Rita Boynton, Chris Drain, Dana Jacobson-Goodhue, Meredith Liben, Becka Warren and Traci Joy, director.
- II. A. Corrections and additions to the Agenda - On old business B: review of personnel manual's Federal holidays.  
B. Approve minutes: December, 2023 BOT meeting. There was one correction to the budget approval (incomplete sentence was completed accurately). Dana Jacobson-Goodhue moved to approve and Meredith Liben seconded. Passed unanimously with Chris Drain abstaining.
- III. C. Public Comment - there was no public present.
- IV. Financial Report - the budget is tracking overall on target for where we are in the fiscal year. The copying costs are a lot higher than budgeted. Interlibrary loan costs are also high.
- V. Library Director's Report - the attendance at the library continues to be robust with people seeming to really enjoy their time at the library.
- VI. Old Business
  - A. Building updates - there still are no updates on the grants for capital projects.
  - B. Federal holidays/review of personnel manual - the biggest challenge is to reconcile the holidays in the library personnel manual with the town policies given the libraries different operating hours.
  - C. checkout times and auto-renewal - this change has been well received. No complaints so far.
  - D. Strategic Planning - we are not going to hire a consultant. This is going to be a rapid process, guided by the library staff and the board representatives. It is designed to be of 6-8 months duration and get wrapped up by September.
- VII. New Business

- A. Executive Session: Because we are discussing confidential matters, Meredith Liben moved and Chris Drain seconded that we go into executive session for discussion under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. The motion was passed unanimously. The board exited the executive session at 8:12pm. No action is being taken at this time.
- B. One Card policy update - Traci briefed us on the One Card system and potential policy changes.

VIII. Adjourn - Becka moved to adjourn at 8:32. Dana seconded. The motion was passed unanimously.