

Hartland Public Library
Board of Trustees
APPROVED Meeting Minutes

153 US Route 5
Hartland, VT
Tuesday, March 19, 2024
6:15 pm | In-person

- I. Called Trustees' Meeting to Order at 6:20pm
 - A. Introductions - Individuals present include: Traci Joy, Becka Warren, Tina Skehan, Chris Drain and Dana Jacobson-Goodhue
- II. Corrections and additions to the Agenda
 - B. Approve minutes: February, 2024 BOT meeting - Dana made a motion to approve the minutes as is. Chris seconded and the motion passed unanimously of quorum present.
 - C. Public Comment - no public in attendance
- III. Election of officers - Tina nominated and Becka seconded Meredith Liben to remain Secretary of the Board. Meredith was elected unanimously. Dana nominated Chris Drain as Treasurer, Tina seconded and the motion passed unanimously. Chris nominated Dana Jacobson-Goodhue to be Vice Chair, Becka seconded and Dana was elected unanimously. Tina made a motion to nominate Becka Warren to Chair, Chris seconded it and Becka was elected unanimously. Tina Skehan will serve as Member at Large.
- IV. Orientation for new board members - Discussion of Open Meeting Law, Roberts Rules, budgeting/building stewardship processes for Municipal Libraries. Meeting days/times for the Board of Trustees will remain the same.
- V. Financial Report - HPL has spent 67% of its budget and we are at the $\frac{3}{4}$ mark of the year.
- VI. Library Report - Myriad of program offerings. Teen space is coming along. One Card area meeting to be held at HPL. New phone system being installed.
- VII. Old Business
 - A. Capital Grant Q & A - Library Capital Grant was submitted March 12, 2024.
 - B. Strategic Planning - Chris made a motion to create a strategic planning committee, Tina seconded the motion and the motion passed unanimously. The committee will include: Traci Joy, Rhys Morris, Becka Warren, Dana Jacobson-Goodhue, Harriett Dumas, John Dumas, Hatsy McGraw, Prue Merton, Toni Vendetti and Amy Davin. The first meeting will be in April.
- VIII. New Business
 - A. Director Evaluation - Traci's six month evaluation is upon us. Becka is collecting information and will compile it and then have a conversation with Traci.

- B. Policy Manual Review - each member reviewed policy in advance and discussion was based on questions or discrepancies. There will be sections that require further review over the course of the year.
 - C. Library cardholder policy - Trustees will research two library card holder policies prior to the April meeting for further card policy research.
- IX. Meeting adjourned at 8:27pm. Becka made a motion to adjourn and Chris seconded it. The motion passed unanimously.

Respectfully submitted, Dana Jacobson-Goodhue