

Hartland Public Library

Board of Trustees

Minutes

153 US Route 5, Hartland, VT

Tuesday, September 17, 2024

6:15 pm | In person

- I. Trustees' Meeting called to order at 6:15. Present were: Traci Joy, Director, and Tina Skehan, Becca Warren, Chris Drain, Dana Jacobson-Goodhue and Meredith Liben, Board. The meeting is being recorded and will be available once the minutes have been approved. This means there will be a lag between meetings and posting to comply with the provisions of Act 133.
- II.
 - A. Corrections and additions to the Agenda - there were none.
 - B. Approve Prior Minutes - Dana moved to approve and Tina seconded. The minutes were passed unanimously.
 - C. Public Comment - there is no public present.
- III. Financial Report - We are going to a once a week courier pickup for Inter Library Loans from the current twice weekly pickups. This will save a considerable amount of money over the next fiscal year. We're running right on budget. The water filtration ADA process is in the home stretch but not yet completed.
- IV. Library Report
- V. New and Ongoing Business
 - A. Reviewed the revised budget for 2026 fiscal year. The renewed VTel internet service is now faster and less expensive with a new 2 year plan locked in. The library will save approximately \$400 per year over current prices. Chris moved to approve the budget proposal for 2026 and Meredith seconded. The draft is due to be submitted October 1st. This budget proposal was passed unanimously.
 - B. Discuss and plan Annual Appeal. Tina and Chris have been trying to get a solid mailing list of town voters and library supporters. The price of printing the appeal should come in under \$2000.
 - C. Executive Session - because we are discussing specific employee personal matters, Becca moved and Chris seconded that we go into executive session to

discuss matters concerning a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. We came out of executive session at 7:11. No decisions were made in executive session.

- D. Vote on final card policy - Dana made a motion to approve the policy as written to take effect March 1, 2025. Tina seconded. The motion was approved unanimously.
- E. Vote on new copying and faxing fee structure - After discussion, this motion was tabled pending more research about actual copying costs and tracking copying.
- F. "Library of Things" check-out form approval - Chris moved and Dana seconded that the new form be approved. The motion was approved unanimously.
- G. Personnel - Leave Policy (this is a working committee to consist of one Board member / one staff member) to compare and reconcile (or distinguish) the library's policy against the town of Hartland's current policy. Amy has volunteered to be the staff member on the committee. Dana volunteered to be the Board member.

V. Old business

- A. Updates from Strategic Planning process - the survey and interviewing phase is closed; all the data is entered. The Strategic Planning committee will be meeting soon for next steps.

VI. Adjourn - Becka moved to adjourn, Meredith seconded. The meeting was adjourned at 7:47 after unanimous approval.