

Hartland Public Library  
Board of Trustees  
**APPROVED MEETING MINUTES**

153 US Route 5, Hartland, VT

Tuesday, October 8, 2024

6:15 pm | In person

- I. Trustees' Meeting called to Order Corrections and additions to the Agenda
  - A. Approve Prior Minutes: Dana moved to approve and Tina seconded. The minutes were passed unanimously.
  - B. Public Comment: there was no public present.
- II. Financial Report - the short turnaround time between meetings did not allow for a financial update but we are tracking close to the budget for where we are in the fiscal year.
- III. Library Report (+ mini tour of library updates - LP, ANF, WA): some spaces have been painted and refreshed and the bulky historical society cabinet was moved back to the historical society.
- IV. New and Ongoing Business
  - A. Review draft Annual Appeal letter and finalize - we made final edits to the draft letter. Meredith moved and Dana seconded to accept the annual appeal letter as final. The motion was passed unanimously.
  - B. Finalize Annual Appeal mailing - once the letter is formatted, it will go to Tina so she can work with the printer. We are using Quality Mail and Budget Printing this year. Dana made a motion to approve spending no more than \$1250 in annual appeal spending to put out the end of year annual mailing. Becka seconded. The motion was passed unanimously. The letters will be mailed the final week of November.
  - C. Succession Planning - there are some patrons with young children who are interested and aware of the process.
- V. Old Business
  - A. Updates from Strategic Planning process - Traci, Dana and Becka will meet to determine next steps for the committee.
  - B. Update on Leave Policy and Personnel Policy - Dana has cross referenced the

existing library personnel policy against the revised and expanded Town of Hartland personnel policy. There are questions remaining about how the town of Hartland handles flex time for hourly employees that need to be clarified before we move forward.

- C. Budget update, if any - Becca is going to attend the Selectboard meeting later this month to answer any questions about the submitted budget .
- D. MERP Funding Updates - the town has applied for funds for both the library building and the community center.

VI. Adjourn - Meredith moved to adjourn and Dana seconded. The motion was passed unanimously. The meeting was adjourned at 7:43.