

Hartland Public Library  
Board of Trustees  
**Approved Meeting Minutes**  
153 US Route 5, Hartland, VT  
Thursday, Nov. 21, 2024  
6:15 pm | In person

Present: Becka Warren, Tina Skehan, Chris Drain, Traci Joy and Dana Jacobson-Goodhue

- I. Trustees' Meeting was called to Order at 6:16pm
- II. Corrections and additions to the Agenda
  - A. Approve Prior Minutes - Chris made a motion to approve the minutes from October 8th and Dana seconded the motion. The document was edited to say "minutes" rather than "agenda" and the motion passed unanimously.
  - B. Public Comment - no public was present
- III. Financial Report - The budget should be 33% spent at this point and HPL is at 31.66%.
- IV. Library Report - There are lots of fun events planned for December. Of note is a Nacho Holiday party on December 13th from 4:30-6:00 in conjunction with the Community Oven group with a tree lighting at 5pm!
- V. New and Ongoing Business
  - A. Executive Session - Becka made a motion to enter into executive session, Chris seconded the motion. It was passed unanimously. After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage of contracts. Exited executive session at 7:44pm. Dana moved that the director's wage will increase to \$31.85/hour and she will work 40 hours per week, the Circulation Director will move to 36 hours, Youth Services Wage will increase to \$23.81/hour and HPL will add a Circulation Assistant Position at 25 hours per week at a wage to \$22.00 per hour. Chris seconded and the motion passed unanimously.
  - B. Library Hours - Saturdays. The library seems busiest at 2pm on Saturday. The proposal would be to increase hours on Saturday to serve more people. Chris moved to increase hours on Saturday from 10-4pm to match Friday hours starting in January. Tina seconded the motion and it passed unanimously.
  - C. Succession Planning/Recruitment of new trustees and re-elections is underway.
  - D. January and February board meetings need to be rescheduled due to library closure for MLK Day and Presidents Day. January will now take place on January 22, 2025 at 6:15pm and February will take place on the 11th at 6:15pm.

## V. Old Business

- A. Strategic Planning - The committee has met twice this month. The committee is able to share a very rough draft of a 5-year strategic plan of the Library Board. The 4 focus areas will be Community Gathering Place, a Home for the Next 25 years, Sharing the Libraries Resources and Thriving Staff. HPL did not receive the MERP grant. The staff has made some comments and those ideas need to be incorporated into an updated document and then the Board will review together. Should it be a narrative or a more graphic representation? Goal is to be approved in December and once complete we will need to have a celebration!
  
- B. Copier contract is up for renegotiation in March. We currently have a non-profit plan. The copier is about \$1600 annually (\$131/month). We don't pay per copy. Chris moved that starting January 1, 2025, we begin charging \$0.25 per copy for black and white and \$0.50 per color copy. Scanning will stay free and faxing will cost the same. Tina seconded the motion and it passed unanimously.
  
- C. The Annual Appeal letter is ready and awaiting payment and then be shipped. It will cost \$392.76 less than last year's process. Tina said she has learned a lot in this process. Chris and Traci will track received donations and then Dana will work out the Thank you letters. Chris does have a couple more addresses to find.

VI. Adjourn - Becka moved to adjourn at 8:16pm and Dana seconded it. The motion passed unanimously.