

Hartland Public Library  
Board of Trustees  
**UNAPPROVED Minutes**  
153 US Route 5, Hartland, VT  
Wednesday, April 16, 2025  
6:15 pm | In person

- I. Board of Trustees' meeting called to Order at 6:16 by Meredith Liben, Chair.

Present at the meeting were: Tina Skehan (via Zoom), Harriet Dumas, Meredith Liben, Chris Drain, Kathleen Cross, Board Members. Traci Joy, Director. Town Manager John Broker-Campbell, Selectboard Chair Phil Hobbie, public visitor.

- II. Corrections and additions to the agenda - No changes

- A. Approve prior minutes - corrections were made and then minutes were approved. Chris moved, Tina seconded. Motion passed unanimously.
- B. Public comment - The town officers visiting entered into discussion with the Board. See notes below.

- III. Trustees welcome Town of Hartland officials -

HPL trustees and town officials discussed topics including the relationship between the town and library governance structures grant processes, building infrastructure and maintenance, personnel policy, behavior policy, and Vermont's new statute regarding code of ethics. There was general agreement that face-to-face communication and ongoing collaboration between the autonomous boards are essential, and that refreshing the 2002 Memorandum Of Understanding for Building Responsibility needs to happen as a priority item. Per a new State of Vermont statute, all town committee members will soon be asked to sign a local version of an ethics code of conduct "pledge" currently being developed by the Selectboard.

- IV. Debrief the Trustees' VT Dept. of Libraries orientation -

The Trustees agreed that the orientation was helpful; they discussed bulletin board policies and the importance of making clear the criteria for posts on the two library bulletin boards. There was a question about the relationship between the Trustees and the Friends and what the history there was. Traci outlined for board members all the valuable ways the Friends support HPL. Harriet Dumas will be a liaison between the HPL board and the Friends.

- V. Library report and Financial report (Traci) -

All staff will attend the Vermont Library Association conference in May where Traci will be presenting. Most HPL programs and offerings are well attended. A new program which was discussed during the recent strategic planning process, "Know Your Library" training is coming soon. The budget is in line at 70% for the fiscal year and we are 75% of the way through the budget year..

We discussed that the financial cover sheet created solely for the convenience of the board for monthly meetings was redundant with the itemized town financial reports and eliminating it would free up some time for Traci. The board requested that Traci stop preparing the itemized cover sheet.

VI. New Business

- A. Townwide celebration committee update - The HPL Board will be involved in the Archives and the Time Capsule components of the townwide gala. Chris will serve as the board representative on the committee; the next meeting is April 24th at 6:00 pm at the library.
- B. Discuss other volunteer opportunities for Board members - Meredith suggested that all Board members learn to volunteer at the desk. Traci will train one on one.
- C. Establish priority board goals - It was agreed that working with town officials on the MOU should be a priority.
- D. Library Policy Manual - Traci will make recommendations to the current manual so that we can meet the obligation of annual signing at our next meeting.

VII. Harriet moved to adjourn at 7:55. Meredith seconded. A Motion passed unanimously.