

Hartland Public Library
Board of Trustees
APPROVED MEETING MINUTES
153 US Route 5, Hartland, VT
Wednesday, May 21, 2025

- I. Board of Trustees meeting called to order at 6:13 by Meredith Liben, Chair.
Present at the meeting were: Meredith Liben, Chris Drain, Tina Skehan, Harriet Dumas, Kathleen Cross (via Meetup), Board Members, and Traci Joy, Director.
- II. Corrections and Additions to the Meeting Agenda - An Executive Session was added as the first item in New Business.
 - A. Approve Prior Meeting Minutes - Meredith moved, Chris seconded, unanimously voted to approve April 2025 Minutes with no changes
 - B. Public Comment - None - No members of the public present
- III. Library Report & Financial Report by Director
Traci reported that IMLS funding is now proceeding, but she is unsure how much HPL will receive. Staff attended the Vermont Library Association (VLA) library conference earlier this week. Traci is continuing outreach opportunities. The pilot home delivery program via Meals on Wheels and Aging in Hartland has begun and has been well received. Traci clarified a question from a patron (via Meredith) about where to find access to free online classes. Former Universal Class is now available through Gale and can be found on the HPL website under the online classes tab. The library budget is at 83% for the current fiscal year.
- IV. Old Business - None
- V. New Business
 - A. Executive Session - Because "premature general public knowledge would clearly place the state, municipality, other public body, or a person involved at a substantial disadvantage as noted in 1 V.S.A. § 313(a)(1)," Meredith moved, and Chris seconded, and by unanimous vote we went into, Executive Session at 6:20 p.m. We exited the Executive Session at 7:07 p.m. As a result of the Executive Session: effective immediately, revenue streams from good will donations to the Hartland Public Library will be coded to the town of Hartland finance department as Fundraising

Appeal revenue. This will be reported monthly. The sources of donations will continue to be disaggregated by the library staff.

- B. Appoint Memorandum of Understanding (MOU) subcommittee - Meredith and Tina volunteered to serve with Traci for the financial/budget area of the MOU discussion with Town of Hartland officials, pending scheduling coordination. Building and Grounds, Leadership and Supervision, and Communications areas will be covered by other to be determined board members in the future.
- C. Summer Board meeting schedule - The board will meet as scheduled in June and August, but will not meet in July (July 16th).
- D. Discussion of 4th of July Book Sale - Harriet will check with Toni Vendetti of the Friends of the Library about how the board can help on this year's sale. Traci plans to suggest a new way to do the sale with the Friends after this year's sale.

VI. Library Policy Manual

- A. Policy changes/recommended updates from the Director - Traci explained highlighted additions and changes. The Board agreed to continue to open at 2:00 p.m. on Town Meeting Day, close the day after Christmas if it is on a scheduled library open day, and to move closure times on early closure days from 3:00 to 2:00.
- B. Trustees vote to approve updated Library Policy Manual - without objection all additions and changes were accepted.
- C. Trustees sign the updated and approved manual - All trustees present signed; Kathleen will stop at the library to sign.

VII. Adjourn - Harriet moved to adjourn at 7:55 p.m. and Meredith seconded. The motion passed unanimously.