

Hartland Public Library
Board of Trustees
APPROVED MEETING MINUTES
153 US Route 5, Hartland, VT
Wednesday, June 18, 2025
6:15 p.m. – In person

I. Library Board of Trustees'

Meeting called to Order at 6:15 p.m. Present at the Meeting were: Meredith Liben, Chris Drain, Kathleen Cross, Tina Skehan, (Board Members) and Traci Joy (Library Director).

A. Corrections and additions to the Meeting Agenda

Summer HPL Board Meeting schedule to be discussed.

B. Approve Prior Meeting Minutes

Chris moves to approve. Tina seconds the motion. All in favor.

C. Public Comment

No public present. Meredith addressed the email that she'd forwarded about the revisions to Vermont's open meeting law. The unapproved minutes and recording will be posted within 5 calendar days for thirty days. Also, the Board now has to vote to leave executive sessions.

II. Library Report & Financial Report

Hold finances until executive session.

- IMLS update - This year will be funded at 100 percent. It is still unclear about IMLS funding for this upcoming year.
- Summer reading starts this Saturday, 6/21 at Noon with a pizza party kick-off party..
- The celebration update - There is a possibility that Harpoon will cover the license

and serving. The “Eras” prom will be held at Damon Hall with child care on Saturday, September 6th from 7:00 - 9:00 PM. From 4:00-6:30 PM, overlapping with the last Farmer’s Market of the season, the Pizza Oven Committee will be serving pizza, there will be area food trucks and more. The week leading up to the Prom and farmer’s market there will be an archive display at the library and the time capsule will be getting filled. Both will be up for a week for people to view and participate in.

- Programming looks good for July. Statistics reports are up in all categories except Interlibrary Loans, so traffic is up. Recording was paused for a tour of refurbished spaces at 6:30 p.m. Returned to the meeting at 6:43 p.m.

III. Old Business - none

IV. New Business:

The next HPL Board Meeting time is scheduled for Thursday, August 7th at 6:15 p.m.

The following meeting will be the regular 3rd Wednesday of September.

The revised Personnel Policy Manual is nearly ready for Chris to edit and will be in the folder for all of us to peruse separately for discussion at the August meeting. This is being updated and expanded to provide clarity on time off, safety, clearer work expectations, ALA and VLA guiding principles, and overall clarity on HPL policies.

V. Continuing Business

A. Start Memorandums of Understanding (MOUs) Drafts:

1. Brainstorm ideas that need understanding and clarification for better communication: building & grounds, parking lot, cleaning supplies, cleaning and

maintenance of building, etc. Traci has collected many examples from the state of VT Library MOUs that we can read over and begin to have a discussion. The financial meeting is set to move forward.

B. Consider volunteering for Summer Reading Program (SRP) kickoff :

Three Board Members volunteering.

C. Discussion about archives and time capsule for the 25th Library Celebration party and Eras prom (fundraiser)

- Set up a display of library memorabilia. We need to research a time capsule and where to bury it. Chris is on that committee and will look into it.

VI. 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),”

Chris moved that the Board go into executive session, Meredith seconded. All in favor.

Move to executive session at 7:11p.m. Tina moved to leave the executive session. Chris seconded. All in favor. We came out of the executive session at 7:35 PM. The action coming out of executive session is to meet with town manager and selectboard to create clear communication and expectations for financial matters concerning the library.

VII. Adjourn

Next meeting is on Thursday, August 7th. Meredith moved to adjourn . Kathleen seconds. All in favor. The meeting adjourned at 7:35 PM.