

Hartland Public Library
Board of Trustees
Approved Minutes
153 US Route 5, Hartland, VT
Wednesday, September 17, 2025
6:15 pm | In person

I. Board of Trustees' meeting called to Order at 6:17 p.m. by Meredith Liben, Chair.

Present at the meeting were: Tina Skehan, Harriet Dumas, Meredith Liben, Chris Drain, Kathleen Cross, Board Members and Traci Joy, Director.

A. **Corrections and additions to the agenda** - No corrections or additions were made.

B. **Approve prior minutes** - A correction was made to a date and then minutes were approved. Tina moved, Chris seconded. The motion passed unanimously.

C. **Public comment** - No public present.

II. **Library report and Financial report** - Traci reported that an experienced volunteer has been trained for circulation desk coverage so there can be staff meetings during the day once a month. A proposed October staff development day will be discussed at the October board meeting. Other topics in the director's report included briefings on issues with a book vendor, details about the recent work done by Servpro, a recap of the prom celebration, reporting on recent successful programs, and descriptions of upcoming programs.

Traci informed the Board that the library website will need to migrate to a new platform within the next year, as the current platform will no longer be supported. This will be another topic for discussion at the October board meeting. Erik's statistics show that circulation is down.

The budget is currently at 16.29% expended for this fiscal year.

III. **Old Business** - None

IV. **New Business**

A. **Discuss, finalize and vote on FY 2027 Budget:** Traci, Tina and Meredith shared a spreadsheet comparing 2025, 2026 and 2027 budgets/proposed budgets. The proposed FY 2027 budget was developed to be less tight and restrictive, while being realistic and responsible. They explained 3 new proposed line items. Because there are several line items awaiting input from the Town of Hartland governance, the HPL Board voted to approve the proposed budget as a draft to be sent to the Selectboard. Meredith moved, Chris seconded; the motion passed unanimously. It is anticipated that an accurate finalized budget will be available to vote on in November or December.

- B. **Discuss annual appeal and establish committee:** Tina described the process and timeline for the annual appeal. Chris and Kathleen will lead the effort with the other board members assisting with thank yous to contributors. A narrative on library happenings for the past year will be the focus of the letter, which should be ready for mailing in early December. It was agreed that the money raised should be specifically designated for operations.
- C. **Sustainable Library Initiatives - Introduction:** Traci gave an outline of the process for certification in this nationwide program that develops sustainability in all aspects of the library, including, but not limited to the physical building, ADA, policy, finances, and staffing. The process will likely take 2 - 3 years. Some sustainability practices have already been initiated.

D. **Celebrate milestones and all things Hartland Public Library:** Each person present shared thoughts on positive aspects of the library. It was agreed that the energy and enthusiasm of Traci and her staff are a driving positive force for the library and its role in the community.

V. **Continuing Business**

- A. **Vote to accept 2025 - 2026 revised HPL Personnel Manual:** the manual was reformatted so the Board signed it again after previously voting to accept it at the August 2025 board meeting. The Personnel Manual will be posted on the HPL website.
- B. **Status update on Communications with HPL and town officials:** Since there is still confusion about the autonomous functioning of municipal libraries and the role of the HPL's elected Board of Trustees vs. the role of the Town of Hartland government in relation to the library, there continue to be misunderstandings and miscommunications between the town and library. It has been mutually agreed that mediation be used between the parties. Meredith and Traci will represent the library; the Town Manager and a Selectboard member will represent town government.

VI. **Adjourn** - Meredith moved, Harriet seconded, and the vote was unanimous to adjourn at 7:21 p.m.

The next HPL Board meeting will be on Wednesday, October 15, 2025 at 6:15 p.m.