

Hartland Public Library
Board of Trustees
APPROVED MINUTES
153 US Route 5, Hartland, VT
Wednesday, November 19, 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

B. **Approve Prior Minutes** - Tina moved, Meredith seconded and by unanimous vote the October minutes were approved without changes.

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

II. **Library Report & Financial Report** - Traci

Traci informed the board of her focus and activity from the last month including attending the Vermont Library Association (VLA) meeting, an upcoming survey of sentiment about library offerings, the move to the vendor Ingram and the increased workload and delays that have resulted. She also mentioned the handling of overdues and a progress report on the staff projects list. The budget is currently at 33.6% expended for the current fiscal year (target 33%). The board agreed that Traci does not need to include the schedule of monthly events in her reports. Meredith raised the question of whether board member hours should be considered as Volunteer hours. Traci will consider.

III. **Old Business**

A. **Discuss Mediation Process and Status of Memorandums of Understanding**

A session between Town of Hartland officials and HPL representatives with Mediator Jen Knauer will be held in Woodstock on Friday, November 21st. Traci, Meredith and Tina will represent HPL. Goals of mediation include better communication, definition and clarity moving forward. It is expected that a Memorandum of Understanding (MOU) with sections and updates will be developed as a result of mediation.

B. **Report on HVAC** - Furnace issues have been addressed. Consideration of heat pumps or other upgrades are on hold.

C. Report on Annual Appeal Letter - Chris reported that Budget Print will produce 1650 letters to be sent by December 1st. He will check with Town of Hartland officials about using their postage machine for stamping. Funds for printing and stamping will come from the fundraising appeal expenses account.

IV. New Business

A. Update Bylaws; sign off on changes, if ready - After a discussion about Vermont Library Law requiring 2 HPL Board member signatures on bi-weekly warrants for invoices and weekly warrants for payroll issued by the Town, Board members amended the Bylaw language to reflect this. Tina moved; Chris seconded and a unanimous vote adopted the amendments. All board members signed the amended document.

B Discuss recruitment of new trustees - Chris and Harriet's terms are expiring in 2026. Chris has decided not to run for reelection; Harriet will likely run. There was some discussion about possibly adding an additional board member. Any interested candidates must complete paperwork and get signatures by the end of January.

C. Plan staff winter appreciations - Cards of appreciation from HPL Board members to library staff are suggested.

Board members will contribute something meaningful to the 25-year Time capsule.

V. Adjourn - Tina moved; Harriet seconded and by unanimous vote the meeting was adjourned at 7:38 p.m.

The next scheduled HPL Board meeting is on Wednesday, December 17, 2025 at 6:15 p.m.