

Hartland Public Library  
Board of Trustees  
**APPROVED MINUTES**  
153 US Route 5, Hartland, VT  
Wednesday, February 18, 2026  
6:15 p.m. - In person and via Zoom

I. **Library Board of Trustees' Meeting called to Order** at 6:24 p.m. by Meredith Liben, Chair. Present at the meeting were Kathleen Cross and Harriet Dumas, Board Members, Traci Joy, Director and Erik van Eck, Circulation and Technical Services Librarian. Board Members Chris Drain, Meredith Liben and Tina Skehan participated via Zoom.

A. **Corrections and additions to the Meeting Agenda** - No corrections or additions.

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

C. **Public Comment** - Erik van Eck read a letter they submitted to the Board today and they also verbally expressed their strong feelings of opposition to an alteration in the Hartland Public Library Employee Manual scheduled to be voted on tonight. The health insurance benefits package for Hartland Public Library employees working full time, but less than 40 hours per week would require a prorating of shared costs based on the number of hours worked, beginning in Fiscal Year 2028. Erik calculated that the effect of this policy would result in a decrease in take home pay. Board members explained that this change was proposed because it would give parity to all Town of Hartland employees. The Board thanked Erik for their letter and words and assured them that their concerns were heard.

II. **Library Report and Financial Report** (Traci)

Traci summarized recent popular programming, including the cookbook potluck, crafting with books, Recycling program with the Greater Upper Valley Solid Waste Management District, the Tea Time Book Club, and Valentine cookie decorating. She also mentioned the screening of *The Librarians*, a documentary about the Freedom to Read, and the First Amendment. The library budget is currently at 58.57% expended for the current fiscal year (with a target 58%).

III. **Old Business**

A. **Library Building Issues** - Restoring heating in the staff area and getting the toilet functioning again are high priorities. In the meantime, staff have portable heaters in the staff room and the portable toilet near the parking lot are temporary fixes. The new water tank is in operation. The hot water heater

is working again. The thermostat in the lobby is still broken. ARC is looking into the issue.

**B. Annual Appeal mailings post-mortem** - There were a large number of letters returned in our recent annual appeal. The Board decided to communicate with the folks running the Hartland Community Project to possibly coordinate mailing lists. There was discussion about using a mailing service (Doolittle in Claremont) in future years, and to make arrangements for printing and mailing earlier.

**IV. New Business**

**A. Staff Development Day** will be held on Monday, March 23rd. This Staff Development Day will occur on a non-working day, with a VLA program on AI in the morning, followed by further Hartland Public Library staff training after lunch.

**V. Continuing Business**

**A. Personnel Policy Manual Revisions** - There was considerable group discussion regarding creating parity between the Hartland Public Library and the Town of Hartland employee manuals pertaining to prorated employee healthcare contributions for full time employees working 30 or more hours and less than 40 hours weekly. Meredith moved, Tina seconded, and by unanimous vote the Board approved revisions in wording to the Health Benefits section (Section 17) of the HPL employee manual that create parity, to become effective in the 2028 fiscal Year. Meredith will draft letters to the two HPL staff members affected by this revision; she will distribute these letters to the Board for signatures on Thursday, February 19, 2026. Traci will review other sections of the employee manual. Board members will vote by Email on other revisions before Town Meeting Day on March 3, 2026.

**B. Farewell and Thank You to Chris Drain** - Board members expressed appreciation to Chris for his 3 year term of service.

**VI. Adjourn** - Meredith moved, Harriet seconded and by unanimous vote the meeting was adjourned at 8:17 p.m.