

Hartland Public Library

Board of Trustees

**APPROVED Minutes**

153 US Route 5, Hartland, VT

Wednesday, March 18, 2026

6:15 p.m. - In person and via Zoom

I. **Library Board of Trustees' Meeting called to Order** by Meredith Liben, Chair at 6:16 p.m. Present in person at the meeting were Meredith Liben, Tina Skehan, Kathleen Cross, Alison Marchione and Harriet Dumas, Board members, Traci Joy, Director and Rob Sangster.

A. **Corrections and additions to the Meeting Agenda** - An addition to the agenda was a discussion of Board member emails. In order to make these emails more secure and have better recovery when Board members change, Traci will look into combining the Board emails with the staff emails, with Traci as Administrator.

B. **Approve Prior Meeting Minutes** - Tina moved, Meredith seconded and the vote was unanimous except for Alison abstaining (not a Board member yet then) to approve the February 2026 Board meeting minutes unchanged.

C. **Public Comment** - Rob Sangster reported that he was attending the meeting as an observer and supportive resident.

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

Traci reported that the physical building status is stable and the Memorandum of Understanding (MOU) work between the Town Manager and her is progressing. She is working on the statistics reporting for the Vermont Department of Libraries, a process that has become more complicated with the vendor Baker and Taylor becoming defunct. The library will be busy with April events and there will be less adult programming in May. Traci analyzed recent library usage statistics. Rob asked for clarification of statistics gathering. The library budget is currently at 66.59% expended for the current fiscal year (with a target of 67% for 8 months completed). Traci explained the OneCard system and mentioned that she is on the Reciprocal Borrowing Committee for that group.

III. **Old Business**

- A. **Board review of past year's events to build understanding of current status and Board of Trustees** - Traci, Meredith and Tina summarized physical plant issues, the MOU process regarding roles of HPL and the Town of Hartland, as well as how the use of a mediator helped to build common understanding with HPL and the Town. Rob asked questions about addressing the physical plant priorities.

IV. **New Business**

A. **Library Board roles for 2026 - 2027**

Meredith Liben - Chair

Tina Skehan - Vice Chair

Kathleen Cross - Treasurer

Harriet Dumas - Secretary

Alison Marchione - Member at Large

- B. **Adjust email addresses for new positions** - Members will get emails set by the end of the week.

- C. **Review use of Google Docs** - No more than 2 people can work on a document at one time.

- D. **Vermont Department of Libraries Orientation Training** - Meredith will send the link to all Board members for viewing and/or reviewing.

- E. **Library Tour for Board led by the Director** - postponed

V. **Continuing Business**

- A. **Status of HPL Personnel Policy Handbook** - this handbook is pending further updates. The Library Policy Manual will also be updated.

VI. **Executive Session (1 V.S.A. § 313 to discuss a confidential personnel matter) -**

Tina moved, Harriet seconded and by unanimous vote the Board entered into Executive Session at 7:17 p.m.. No decisions were made during Executive Session which ended at 7:44 p.m.

VII. **Adjourn** - Tina moved, Meredith seconded and by unanimous vote adjournment was at 7:45 p.m.

