

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

- I. **Library Board of Trustees' Meeting called to Order** at 6:14 p.m. by Meredith Liben, Chair. Present at the meeting were Kathleen Cross, Harriet Dumas, Meredith Liben, Alison Marchione and Tina Skehan, Board Members, Traci Joy, Director, and Rob Sangster, a supportive town resident.
 - A. **Corrections and additions to the Meeting Agenda** - Two additions were made to the agenda under New Business: Library Tour and Fundraising Strategy. Under Old Business, Review Revisions to HPL Personnel Policy was added.
 - B. **Approve Prior Meeting Minutes** - Tina moved, Alison seconded and by unanimous vote the March minutes were approved without changes.
 - C. **Public Comment** - None

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

Traci reported that the Hartland Public Library now accepts credit card payments for library services including books, copy fees, nonresident fees and replacement fees. Traci gave some details about the Reciprocal Borrowing pilot program that HPL is Participating in with the Towns of Thetford (2 libraries) and Norwich. The Federal and State FY statistics have been submitted. Staff has been trained on invoicing, payroll and scheduling, in preparation for Traci's upcoming leave. The HPL library card application has been redesigned. The budget is currently at 74.85% expended for the current fiscal year, with a target of 75% for 9 months completed. The library bathroom is operational for now. However some pipe repair/replacement will be needed outside the building. Otherwise, the clogging problems will continue.

- III. **Old Business**
 - A. **Revisions to HPL Personnel Policy** - after some discussion this topic was tabled until a future board meeting so Traci has a chance to review and make further additions/revisions. At the same time Traci will suggest some revisions to the Library Policy Manual.

IV. **New Business**

A. Go over the 5-year Strategic Plan - the Board reviewed the plan.

B. Discuss and establish doable annual goals for the Board - Goals discussed included

1. Preserve the status of relationships between HPL and other parties.
2. In an effort to offset further fiscal restraints, pursue aggressive fundraising to supplement the Town of Hartland library budget.

C. Plan for collective tuning in during Director's leave of absence - Board members were reminded to refer to a checklist for Library Trustee actions especially during Traci's absence, including regularly checking Board email accounts and touching base to support staff.

D. Start Annual Appeal process - Tina expects an updated copy of the Town of Hartland grandlist in November, which will hopefully help reduce the number of returned letters. In the meantime, Tina and Alison will research sources for printing and distributing the Annual Appeal letter.

E. Discuss whether to meet in May - There will be no May meeting. The next HPL Board Meeting will be on Wednesday, June 17, 2026.

F. Library Tour - Traci led a brief tour of the library, pointing out the coat rack area, electronic device charging station, display reorganizing, and updated signage librarywide. A stop in the attic showed the result of extensive tidying, reorganizing and archiving.

G. Fundraising Strategy - Tina will research fundraising options. Alison stressed the importance of being specific about needs.

V. **Adjourn** - Tina moved, Harriet seconded, and by unanimous vote adjournment was at 7:41 p.m.