

Hartland Public Library
Board of Trustees
Unapproved Minutes
153 US Route 5, Hartland, VT
Wednesday, June 17, 2026
6:15 p.m. -in person and via Zoom

I. Library Board of Trustees' Meeting called to Order at 6:28 p.m. by Merideth Liben, Chair

Present at the meeting: Meredith Liben, Alison Marchione, Tina Skehan, Board Members, and John Broker Campbell, Town Manager

Joining on Zoom: Kathleen Cross, Board Member, and Traci Joy, Library Director

- A. **Corrections and additions to the Meeting Agenda:** None
- B. **Approve Prior Meeting Minutes** Tina moved, Alison Seconded, and by unanimous vote the April minutes were approved without changes.
- C. **Public Comment:** John Broker Campbell joining the meeting to meet and greet new board members and sit in on the meeting.

II. Library Report and Financial Report (Traci)

Traci reported highlights from a very detailed report: Summer reading program kick-off planning going well and glad for the Board support for Saturday, June 20th. Traci will be working on July 4th to sign people up for library cards and the summer reading program, as well as assisting the Friends of the Library for the 4th of July book sale. Mandatory state reports have been filed with the VT Dept. of Libraries. One the list of to do: there is broken furniture in the basement and attic that needs to be removed. The Board will step up to help with getting rid of broken furniture which will be a few truck loads. Traci reports we are 11 months into the fiscal year at 92 % and in good standing at 91.88% spent.

III. Old Business: None

IV. New Business

- A. **Discussion of 4th of July Book Sale and how the Board can support:** Traci confirmed that Toni will send an email about possibly moving books on Thurs. July 2nd – Tina and Merideth will be there to assist. The book sale will continue for a full week in the Community Room. Tina suggested Hartford Recycle Station has a donation box for

books that are leftover. The Board should sign up for shifts for the day of the book sale. It is 9am - 3pm. The Friends will be accepting cards and cash this year.

B. Discuss use of fundraising reserves to offset book and programming budget cuts:

All expenses are going up. Traci explained different areas that costs are going up and will have to look at when budgeting for next fiscal year. After discussion, Kathleen motions to allocate \$7,000 from our Fundraising account to go to books and programming, Alison seconds. By unanimous vote, it was approved to access the Fundraise Appeal account in the amount of \$7,000 for the Director to purchase books and programming to offset the budget cuts.

C. Discuss Board fundraising to offset book and programming budget cuts: There is much concern around budget and the financial needs of the public in this economic climate. Tina is setting up a fundraising event to possibly run on the 4th of July. She is reaching out to other Hartland programs to make sure the fundraiser will not take away from other efforts. She will let the Board know asap so if moving forward on this date others can assist with basket raffles items. If the fundraiser conflicts, she will discuss with Traci and find another time to make this happen as a way to keep off-setting budget cuts. Alison and Tina will meet in July to further brainstorm fundraise appeal and other ideas.

D. Review final edits and sign updated HPL Library Policy and HPL Personnel Policy Manuals: The Board is looking to get it approved and signed on Saturday when we are here for the Summer Reading Program kick-off party. Alison will add in clauses we discussed and small edits. Document signature pages will be at the library. Tina makes a motion to accept the Library Policy Manual and Alison seconds. By unanimous vote the Board accepted the updated Library Policy Manual. After discussion, Meredith made a move to accept the Library Personnel Manual with discussed edits. Alison seconds. By unanimous vote the Board accepted the updated Library Personnel Manual.

E. Discuss summer HPL BOT meeting schedule: Propose to meet in August at usual time. July will be for the small committee meetings for budget and fundraising. John Broker Cambell will send out budget documents in August and in Octoberish the Director will present a draft budget to Selectboard.

F. **Executive session for the purpose of discussing confidential personnel matters:**

Merideth makes a motion to move to executive session per (1 V.S.A. § 313) Tina seconds. The Board moves to Executive Session.

(1 V.S.A. § 313)

The Board came out of executive session at 7:52pm. No vote is required coming out of the executive session.

V. **Adjourn:** Alison moved to adjourn. Meredith seconded, and by unanimous vote adjournment was at 7:52 p.m.