Hartland Public Library

Board of Trustees

153 US Route 5, Hartland, VT

UNAPPROVED MINUTES

Wednesday, September 16, 2026

6:15 p.m.

This meeting was conducted in person with a Zoom option

I. **Library Board of Trustees' Meeting called to Order** by Meredith Liben, Chair at 6:15 p.m. Present in person at the meeting were Meredith Liben, Tina Skehan, Kathleen Cross, Alison Marchione and Harriet Dumas, Board Members, Traci Joy, HPL Director and Rob Sangster, a Hartland community member. There were no Zoom participants.

A. **Corrections and additions to the Meeting Agenda** - "and other fundraising" was added to Section A of Old Business.

B. **Approve Prior Meeting Minutes** - August's meeting minutes were unanimously approved after Tina moved and Alison seconded the motion.

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

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

Highlights from the Library report:

- Details on the October 6th Migration Project that will move the teen and biography areas and expand the picture book room. More volunteers are needed.
- Overview of upcoming programs for youth, families and adults.
- Budget is at 14.18% for the fiscal year (Target: 16.67%)

There was some discussion about proactively establishing a line item in future budgets for an Emergency Fund for needed capital repairs.

III. **Old Business**

A. **Continue planning annual appeal and other fundraising**

Tina reported on ongoing plans and pricing to have RC Brayshaw & Co.'s Lebanon office print the 2026 appeal letter. There was discussion about ways to decrease the number of returned mailings, and whether to have appeal funds go through the Friends of Hartland Public Library account or the Fundraise Appeal account. The appeal letter will be ready for approval at the October Board Meeting.

A Hartland resident would like to donate art pieces he owns for auction (silent?) to raise funds to benefit the library. Tina has reached out to other area artists for additional donated pieces. There was discussion about the logistics and dates for the auction.

B. General Review of Open Meeting and Records guidelines

Meredith stressed that HPL Board Members strive to be accurate and precise in accounting of previous board meetings.

C. Update on Memorandum of Understanding (MOU)

An MOU meeting with the Town of Hartland representatives, the mediator and HPL representatives will be held on Friday October 9th from 3:15 - 5:30.

IV. **New Business**

A. Review and Vote on FY 2028 draft budget

Traci reviewed the library's proposed FY 2028 budget which is a 7.35% increase over the FY 2027 budget. Keeping with her philosophy of retaining staff she proposed increasing Trischa's hours from 22 to 25 per week and giving a merit raise to Erik. After discussion, Alison moved, Meredith seconded and the Board voted unanimously to accept the FY 2028 draft budget.

B. Review Financial and Building and Grounds sections of Memorandum of Understanding (MOU)

During discussion of the MOU working document one area was edited. Meredith will share the MOU document with the mediator.

C. Discuss rescheduling October Board of Trustees meeting

Although Traci will be unavailable, the October Board meeting will be held as scheduled on **Wednesday, October 21st**. Traci requested that Board members visit the library for a tour of the Migration Project changes before October 21st.

V. **Adjourn**

Harriet moved, Meredith seconded and by unanimous vote the meeting was adjourned At 7:50 p.m.