Hartland Public Library

Board of Trustees

153 US Route 5, Hartland, VT

**UNAPPROVED MINUTES**

Wednesday, October 21, 2026

6:15 p.m.

This meeting was conducted live with a recording made to post. Zoom access was offered but was unavailable due to technical difficulty.

I. **Library Board of Trustees' Meeting called to Order** at 6:13 p.m by Meredith Liben, Chair. Present in person at the meeting were Meredith Liben, Tina Skehan, Kathleen Cross, Alison Marchione and Harriet Dumas, Board Members, and Rob Sangster, Hartland community member.

**A. Corrections and additions to the Meeting Agenda** - Added to New Business - C. Executive Session (1 V.S.A. § 313 to discuss a confidential personnel matter), changed IV to V for Adjourn section.

**B. Approve Prior Meeting Minutes** - Tina moved, Alison seconded and by unanimous vote the Board accepted the September minutes, with one change in wording in the review of the FY 2028 budget.

C. **Public Comment** - None

II. **Library Report and Financial Report** (prepared by Traci and delivered by others in Traci's absence)

Tina (Library Report highlights)

- The Migration Project is essentially and successfully complete, done by staff and 8 volunteers. Feedback from library patrons has been positive.
- Most events continue to be well attended. Bingo will change to once per quarter.
- Building fixes yet to be scheduled.
- A food and drink ban may be necessary due to increased spills.
- Working to implement a donate button on the library website.
- The Youth Services Librarian has been coordinating with Hartland Elementary School to increase usage by students at Hartland Public Library.
- Meredith noted that volunteer hours from January through August amount to the equivalent of 1 8-hour day per week!

Kathleen (Financial highlights)

- The budget is at 22.28% for the fiscal year (Target: 25%)

III. **Old Business**

A. **Review Memorandum of Understanding (MOU)**

Tina summarized areas of changes proposed during the recent meeting between the mediator and representatives of the Town of Hartland and HPL. These proposed changes more clearly define the position HPL staff hold within the Town of Hartland and seek to ensure the alignment of benefits packages of Town of Hartland employees and HPL employees. The representatives of the MOU process felt these changes adhered to both Vermont Library and Municipal statutes. The Town Attorney will review alignment of the benefits packages only between the Hartland Public Library's and Town of Hartland's Personnel Policies as well as the MOU itself. Parts of the MOU were proposed to be moved to a yet to be developed Director's Manual Standard Operating Procedures (SOP).

IV. **New Business**

A. **Discuss draft No Fee building use agreement**

A pause is in place on a request that came up in the MOU meeting regarding developing a separate "Building Use Agreement" document. Board members had lots of questions regarding the need for a second document from the MOU that the MOU committee representatives were unable to answer. Both the current HPL Board of Trustees and members of the original fundraising Committee that brought the library building into existence seek understanding for the reasoning on the part of the town for the need for this agreement at this time.

B. **Finalize Annual Appeal letter**

After discussion of and slight tweaking of the draft appeal letter that Alison developed, it was considered complete. Tina moved, Kathleen seconded and the Board voted unanimously to spend approximately $1500 on printing and mailing by early December.

In other fundraising discussion Tina shared that the art fundraiser previously mentioned is on hold for now. Meredith suggested that in the future a wish list of needed items at

HPL be developed that patrons might want to specifically support. Both ideas have been tabled.

**C. Executive Session** (1 V.S.A. § 313 to discuss a confidential personnel matter)
Meredith moved, Harriet seconded and by unanimous vote the Board entered Executive Session at 7:15 p.m. The Board ended the Executive Session at 7:46 p.m. Meredith moved, Tina seconded and the Board voted unanimously to make no changes to the employee pay and benefit packages in the proposed FY 2028 budget.

V. **Adjourn**

Harriet moved, Meredith seconded and by unanimous vote the meeting adjourned at 7:47 p.m.

**The next Board meeting is on Wednesday, November 18, 2026**. Board members are encouraged to attend the November 2 Hartland Selectboard meeting at 5:30 p.m. when Traci will present the HPL proposed budget for FY 2028.