

Hartland Public Library
Board of Trustees
Approved Minutes
153 US Route 5, Hartland, VT
Tuesday, May 21, 2024
6:15 pm | In person

- I. Trustees' Meeting called to Order at 6:18 PM. Present were Becka Warren, Tina Skehan, Chris Drain, Dana Jacobson-Goodhue, Meredith Liben, and Library Director, Traci Joy.
- II. Corrections and additions to the Agenda
 - A. Approve minutes: April 16, 2024 BOT meeting - Becka moved and Tina seconded that the minutes be approved with a corrected item. The motion was passed unanimously.
 - B. Public Comment - No public present.
- III. Financial Report - the library revenue streams (book purchases, coffee donations, conscience box, and adult programming donations) yielded a little over \$1,000 so far for this fiscal year. There is still \$2,800 in the Building Maintenance and Repairs budget. More on this in item VI B below.
- IV. Library Director and Staff Report - Traci gave a short overview of the library reports.
- V. Old Business
 - A. Capital Grant Update - still no updates on this!
 - B. Library Card Policy Research - no updates.
- VI. New Business
 - A. Strategic Plan Update - We talked about getting a meeting calendared for town volunteers who are participating. The focus overall is that the library be positioned well to fulfill the mission of being a gathering place for all people.
 - B. Approve spending of remaining budget items identified as the most beneficial expenditures by Traci. There hasn't been a working water fountain in the library for awhile now. There's an acute need to offer clean drinking water to Hartland residents and patrons. A water filtration system with a water bottle filler is proposed to spend the remainder of the FY money available plus the revenues realized in 2024. Dana moved and Chris seconded that we spend the available revenues up to \$5,000 on the water filtration system and a new book cart. The motion was passed unanimously.
 - C. Board Calendar - the first item that requires an improved timing and overhauled process that falls within the annual board calendar is the annual appeal letter. Chris and Tina are going to devote energy over the summer on developing a solid appeals letter process.
 - D. Annual board signing of the updated policy manual - the updates to the Policy Manual were not finalized to the point of being ready to sign off. This time was spent in a

discussion of additional and edited language for the policy manual.

E. We had our annual tour of the physical plant to see all the refreshed spaces and plans for ADA compliance if any Capital grant funds come through.

VII. Becka made the motion to adjourn the meeting at 8:01. Meredith seconded. The motion was passed unanimously.