

Hartland Public Library  
Board of Trustees  
**Meeting Minutes**  
153 US Route 5, Hartland, VT  
Tuesday Dec 10, 2024  
6:15 pm | In person

Present: Becka Warren, Tina Skehan, Dana Jacobson-Goodhue, and Traci Joy

I. Trustees' Meeting was called to order at 6:14pm

II. Corrections and additions to the Agenda - added Personnel Policy research update

A. Approve Prior Minutes - Tina made a motion and Dana seconded the approval of the November minutes with the addition of an "a" to Tina's name. The motion was unanimously approved.

B. No was public present

III. Financial Report - 5 months into FY25 and we should be at 42%, in reality we are at 39.70%. And, the Currier Grant is larger than expected!

IV. Library Report - It's been a productive month, despite being down one staff member.

V. Old Business

A. Executive Session - Dana made a motion that the Board move into Executive Session at 6:28pm and Tina seconded. The motion passed unanimously. After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage of contracts. Exited executive session at 6:48pm. Tina moved to increase the wages for the Youth Services and Circulation positions by 2% effective January 1, 2025 making an hourly wage of \$24.29 per hour. Dana seconded the motion and it was passed unanimously.

B. FY 2026 Budget - Tina made a motion to approve the new budget due to the projected COLA and personnel changes. Dana seconded it and the motion passed unanimously. The Director will send the updated budget to the Finance Office this week.

C. Strategic Planning - One challenge is the amount of specificity required.

D. Card Policy rollout - There is no current update at this date. A card reader is in process. There will be an official update at the January meeting regarding the March 1, 2025 roll-out.

E. Annual Appeal Letter - Tina said the letters went out today and should be arriving this week! The next step will be managing the receipts and thank yous.

F. Personnel Policy status discussion - Dana will present the current HPL policy aside the new Town personnel policy and a supplement that deals with "in lieu of" determination as a reconciliation of the two at the January 22, 2025 meeting.

VI. Adjourn - Tina moved to adjourn the meeting at 7:18pm and Becka seconded. The motion passed unanimously.