

Pawlet Public Library  
Meeting of Board of Trustees

MINUTES

June 9, 2025

Present: Trustees in attendance: Lauren Herbert, Grace Larson, Joni Lee, Cori Rail, Sue LaPorte

Members of the public present: None

1:02 Call to order

- Cori reads Operating Norms.
- Public comment: None.
- Hiring process and timeline:
- Job descriptions and evaluations have been updated.
- Employee handbook is a working document – Joni has developed a working copy based on the Vermont Department of Libraries training/template. This needs to be codified for employees for clarity of roles.
- Do we need to adopt the handbook before advertising for a Director?
  - o Sue – no, parts of it could use a Director’s input.
  - o Joni – the Board should provide guidance through the handbook for the Director, it may not be appropriate for the Director to be expected to provide that.
  - o Lauren – has had employee input when developing a handbook, which was helpful.
  - o The template as it stands is about 40 pages - Lauren suggests that we tackle 10 pages per month with a goal of finishing it by the November meeting.
  - o We should still advertise the Director position while working on the handbook.
  - o Cori will write up a timeline and distribute to the Board.
- Job descriptions should be printed and kept in the library, along with the employee handbook.
- We should have a contract ready to go in advance of hiring.
- We should have hiring documents all ready then ask advice of counsel. The Select Board has given the go ahead to the Library hiring Merrill Bent to review these documents, and Cori will also consult with VLCT about guidelines for hiring process.
- Hiring Committee:
  - o Full Board.
  - o Members of the Public:
    - Last time we had 2 members of the public involved, they had expressed interest and were involved once there was a shortlist. Their recommendations were very helpful.
    - How do we select? We will advertise (FPF, website, email list) for interested parties, to send letter of interest to Grace. Cori will write up the advertisement and send to Board. Deadline of August 1<sup>st</sup>.
    - Board members will individually come up with a rubric for evaluating letters of interest and will choose 2 members of the public. They will be asked for input once there is a shortlist.
- What is the timeline goal for hiring?
  - o Let’s try for September hiring.
  - o We will advertise the position now, with a deadline for applications of July 31<sup>st</sup>. August 12<sup>th</sup> will be for developing a short list, the rest of August will be for interviews, ideally we would have a final candidate by the September regular meeting.

- We will go into executive session for hiring decisions, but will choose the members of the public for hiring committee in open session.
- Sue motions that the Board finds, based on the advice of counsel, that premature general public knowledge of confidential attorney-client communications with Pawlet's counsel concerning pending litigation in the matter of Barnes v. Town of Pawlet, et al. and made for the purpose of providing professional legal services to the Town of Pawlet, would place the Board of Trustees and Pawlet at a substantial disadvantage. Lauren seconds, motion carries.
- Sue motions that the Board go into executive session pursuant to 1 VSA s313(a)(1)(E) and (F) to receive professional legal advice in the form of confidential attorney client communications with counsel for the Town of Pawlet concerning pending litigation in the matter of Barnes v. Pawlet, et al. Lauren seconds, motion carries.
- 2:07pm enter executive session.
- 3:17 exit executive session. No action was taken.
- Brief break.
- 3:28 back in session.
- Advertisement for Library Director Position
  - Post ad in June
  - July 31<sup>st</sup> deadline for applicants
  - Evaluate applications/interview in August.
  - Ideally hire by September 9<sup>th</sup>.
  - Joni reads the ad from last year.
  - Cori checks with Julie - retirement plan is indeed offered after one year of employment.
  - The Certificate of Public Librarianship is still offered by the Vermont Department of Libraries.
  - For now, advertisement will run in:
    - Front Porch Forum
    - Vermont Library Association job board
    - Vermont Department of Libraries listserv
    - Library website
    - Library & Town e-news
  - Other ideas are Indeed, Glass Door, Schools in VT that offer a library science degree, possible paid advertisement in FPF
  - Advertisement will read as follows:

“The Pawlet Public Library Board of Trustees is seeking a part-time Library Director. The Pawlet Public Library is known as the heart of the Pawlet community, providing a cultural and informational hub for Pawlet residents and members of the surrounding communities.

The Pawlet Public Library's mission is to provide a leadership role in unifying the community through shared resources and meaningful experiences for all generations.

The primary responsibilities of the Director are to:

- Develop creative programming that engages adults and children
- Manage the budget and oversee the day-to-day operations of the library
- Collaborate with library staff and Board of Trustees; assist the Board in policy creation
- Secure grants for programming and capital projects; assist the Board in fundraising
- Expand library volunteer program
- Build the library's collections

Our ideal candidate will be an excellent communicator, proficient writer, and be self-driven to create and implement programs and events. A preferred candidate will have a Master's degree in Library Science. Candidates without a Library Science degree must be willing to complete the no-fee Certificate of Public Librarianship program directed by the Vermont Department of Libraries within 5 years.

This part time position is 24 hours per week, with two weeks paid vacation, some holidays, and the option of participating in a retirement plan after one year. The rate of pay for Fiscal Year 2025-2026 is \$25/hour.

Please send a letter of interest, resume, & contact information for 3 references to: Pawlet Public Library – Director Search, P.O. Box 98, Pawlet, VT 05761, or by email to [glarson.pawletpl@gmail.com](mailto:glarson.pawletpl@gmail.com). Applications received before July 31, 2025 will be considered.”

- Sue motions to approve the Director position advertisement as updated today, Lauren seconds
  - o Joni does think the soft skills removed from this version are important. Discussion ensues – it is decided that the advertisement does emphasize community-oriented values.
  - o Motion carries.
- Cori will ask Nina to place free advertisements in the places specified above. Cori may have to post as a trustee if necessary.
- We can further discuss paid advertising if necessary in the July meeting. Minimum ad buy in FPF is \$195 and would reach a larger geographic audience.
- Reflection on Operating Norms.
- Public Comment: None.
- Sue motions to adjourn, Grace seconds, motion carries.

4:32 Meeting adjourned.

Next regular meeting: July 1<sup>st</sup>, 2025, **6:00 pm** at the Pawlet Library.

Dated June 14<sup>th</sup>, 2025, Grace Larson, Secretary