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**Vernon Free Library Board of Trustees
Regular Meeting Minutes
August 10, 2022**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Kristin Bratton, Clerk
Julie Nevins, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Ian Hefele, Vice Chair

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:30.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

No additions/corrections.

APPROVAL OF MINUTES

A motion was made by Kristin Bratton to accept the minutes of the regular July 13, 2022 meeting as written. Seconded by Julie Nevins. Carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL**
 - FY 21/22 appropriation was \$91,105. Actual expenses to date from that appropriation \$86,423.35 (94.86% of appropriation).
 - FY 22/23 – Expenditures are at 9.2% and we're 10.68% through year.
- **SUMMER READING PROGRAM**
 - It is complete. Eight Juveniles and 4 Young Adults completed the program.
- **ARPA Grant #2**
 - The library director will purchase the tents and tables note that the Summer Reading Program is over.
- **COURIER GRANT:**
 - It has been applied for. It's for the period of October 1, 2022 to September 30, 2023.
 - Amount is \$571.35 (1/2 the cost of 1 stop per week).
- **NEW BLINDS are here!**
 - Need to figure out installation.
- **NEW OFFICE COMPUTER**

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- We have an estimate from Bill Vermouth.
- This computer also acts as the server for the library.
- Estimate includes suggested \$309 for a monitor with a camera and microphone.
- **TRAININGS**
 - Trainings offered to the staff include **LIBRARY SAFETY & SECURITY**, **ABLE LIBRARY OVERVIEW & UPDATES** (for library accessibility), as well as printed information on using **ASPEN**.
- **BUDGET:**
 - The library director will begin work on our next budget in the coming weeks.

NEW BUSINESS

- **Fall Book Sale**
 - The Town Tag Sale has been moved to 9/24/22
 - Cassie Sails will attend the Town Select Board meeting on September 6 to request use of the lobby for the Book Sale, including set up during the week of September 19-23 and post-sale and clean-up for 1-2 weeks afterward.
 - We will advertise the sale with printed flyers inside the library and on the board outside, the library Facebook page, the Vernon Newsletter, and the Commons and the Brattleboro Reformer community sections.
- **Trustee “work time”**
 - The Board agreed to schedule working sessions on an as-needed basis, with the hopes of doing some of “the work” and then making decisions during regular meetings.
 - These sessions will be warned, but will have shorter, less formal agendas than regular meetings.
- **Planning for Annual Appeal**
 - We will send a postcard this year, as we did in 2021. Kristin Bratton will draft the postcard and ask the printer for a quote to include printing and postage. Postage should include a direct mailing to Vernon residents and additional postage and labels for ~50 non-residents. The Trustees will review and approve the draft postcard and printer’s quote during the September 14, 2022 meeting, and ideally postcards will be mailed 1-2 weeks later.
 - Julie Nevins will ask the Town Treasurer whether we can solicit electronic donations through the Town website for the annual appeal and whether an alternate method (e.g., Venmo, PayPal) possible?

OLD BUSINESS

- **Policy about trustees utilizing Google Docs**
 - After conferring with Tonya Ryals (VTLIB Governance and Management Consultant), Cassie Sailsman reported that there is no simple way for more than 2 Trustees to use a shared documents platform (i.e., Google Docs) in compliance with VT open meetings laws.
 - Tonya Ryals also shared a guide to open meeting law:
<https://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Trustees/VLCT%20Quick%20Guide%20Open%20Meeting%20Law%2005.15.17.pdf>
 - Cassie will follow-up with Tonya to ask: If we have a point person to make all edits to a shared document that all trustees can view (and individuals send feedback via email—

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without reply all—to the point person), and then the point person collects all comments and drafts an updated document for approval at the next meeting—is that okay?

- **Gift Fund Expenditure**

- Blinds are in the lobby!
 - The library director will ask the Town custodian (Mark Wright) if he is available to install the blinds (outside of official Town work), and will find out whether there are any insurance costs, and if so how much.
 - **Kristin Bratton moved to allow the expenditure of up to \$250 from the gift fund to install the blinds.** Julie Nevins seconded the motion. Carried 3-0.

- **Library Survey Update**

- See minutes above from the Library Director's Report on trainings for staff. Although there is no cost associated with these trainings, they do address staff-identified training needs as outlined in the survey results.
- The survey also revealed the need for a new office computer (see related minutes from Library Director's Report). **Julie Nevins moved to allow the expenditure of up to \$3,000 from the gift fund to purchase a new office computer, including taxes and labor, and to prepare the current computer for public use. Kristin Bratton seconded the motion. Carried 3-0.**
- Discussion of the survey for library patrons will be discussed during the meeting on October 12, 2022.

- **Little Libraries**

- Kristin Bratton will look into getting the bases for 4 little libraries, with the goal for the work to be completed this winter.
- The Trustees will revisit this topic in the spring, after the bases are finished.

Executive Session if needed

- No Executive Session needed.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, September 14, 2022 at 5:30 p.m. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 7:31 p.m. Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,

Julie Nevins, Recording Secretary