

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
August 15, 2018**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Ruth Kibby, Vice Chair
Ellen Hardy
Joanne Leveille
Janis Pereira

OTHERS PRESENT:

Jean Carr, Library Director

MEMBERS ABSENT:

None

GUESTS:

None

REGULAR MEETING:

Bronna called to order at 4:31 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna welcomed everyone to the meeting.

ADDITIONS/CORRECTIONS TO THE AGENDA:

- ❖ **A motion was made by Janis to discuss a golf fundraising event under Old Business. Seconded by Ruth. Carried 5-0.**
- ❖ **A motion was made by Ellen to discuss FY 2017-2018 budget overage under New Business. Seconded by Ruth. Carried 5-0.**

APPROVAL OF THE MINUTES:

- ❖ **A motion was made by Bronna to accept the minutes of the July 11, 2018, regular meeting of the Vernon Free Library Board of Trustees as corrected. Seconded by Janis. Carried 3-0 with two abstentions.**

LIBRARY DIRECTOR'S REPORT:

- ❖ Budget: FY 2018-2019: We're at 11.54% of year and spending is at 10.38%.
FY 2017-2018: Spending was \$1,930 over budget (\$70,000). Money needs to be moved from the VFL Gift Fund to cover the overage.
A motion was made by Janis to pay the FY 2017-2018 over-expenditure of one thousand nine hundred and thirty dollars (\$1,930) from the Vernon Free Library Gift Fund.
- ❖ Cookbook: C&S grant application has been submitted. We're waiting to hear back from C&S.

- ❖ The new copier is in place.
- ❖ The carpets were cleaned Friday, August 10.
- ❖ Lara Keenan did not receive any evaluations of her presentation in March. Has anyone submitted one?
- ❖ Summer Reading Program: The Summer Reading Program was busy and successful.
- ❖ Vacation: June and Jean have a vacation planned for September 8-15. Volunteers are needed to help cover the time the Library is open.

OLD BUSINESS:

- ❖ Fund raising updates:
Cookbook: See Library Director's report for update.
Golf Fundraiser to raise money for the Children's Library: Janis will look into for more information on this.
- ❖ Planning Calendar: Trustees received copies.
- ❖ General Operation Procedures and Bylaws: Trustees reviewed the General Operating Procedures and the Bylaws and made corrections to the Bylaws.
A motion was made by Bronna to accept the General Operating Procedures of the Vernon Free Library as updated. Seconded by Janis. Carried 5-0.
A motion was made by Bronna to correct the Bylaws of the Vernon Free Library Board of Trustees. Seconded by Janis. Carried 5-0.

NEW BUSINESS:

- ❖ Appointment of Recording Secretary: **A motion was made by Bronna to appoint Janis to be Recording Secretary. Seconded by Ruth. Carried 5-0.**
- ❖ Bronna passed copies of the 2006 Planning Survey. Ruth and Janis volunteered to update it.

EXECUTIVE SESSION:

- ❖ **Because it is time for our annual evaluation of the Library Director, a motion to enter into executive session to evaluate the Library Director was made by Bronna pursuant to Title 1 §313(a)(3) of the Vermont Statutes. Seconded by Janis. Carried 5-0.**

Trustees entered Executive Session at 5:41 pm; Jean Carr joined us; Executive Session ended at 5:54 pm. No decisions were made in Executive Session.

ANNOUNCEMENTS/INFORMATION:

- ❖ **A motion was made by Bronna that the August regular meeting of the Vernon Free Library Board of Trustees be held on Wednesday, September 19, 2018, at 4:30 pm in the Library. Seconded by Ellen. Carried 5-0.**

MEETING ADJOURNED AT 5:55 PM.

Respectfully Submitted by

Janis Pereira, Recording Secretary