

DRAFT

**Vernon Free Library Board of Trustees
Regular Meeting
December 8, 2021**

MEMBERS PRESENT:

Joanne Leveille, Acting Chair
Kristin Bratton, Clerk
Ellen Hardy, Secretary
Ian Hefele (via Zoom)
Julie Nevins (via Zoom)

STAFF:

Jean Carr, Library Director

GUESTS:

Kathy Korb

REGULAR MEETING:

Joanne Leveille called the meeting to order at 5:29 p.m.

CHAIR'S REMARKS:

None

OPEN MEETING/PUBLIC COMMENTS:

None

AGENDA ADDITIONS/CORRECTIONS:

None

APPROVAL OF MINUTES:

- **A motion was made by Kristin Bratton to accept the minutes of the regular November 10, 2021 minutes as written.** Seconded by Joanne Leveille. Carried 4-0. Julie Nevins was not on the Board at the time of the meeting.
- **A motion was made by Kristin Bratton to accept the minutes of the November 22, 2021 Special Meeting as corrected.** Seconded by Joanne Leveille. Carried 4-0. Julie Nevins was not on the Board at the time of the meeting.
CORRECTION: Motion language for Executive Session modified to enter into session.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:** FY21/22 expenditures are at 42.77% of the budget at 43.84% of the fiscal year;
- **ARPA GRANT UPDATE:** We have received our ARPA Grant. \$3,483.19 was deposited to the library account;
- **POINSETTIA RAFFLE:** \$92 in tickets have been sold. The drawing will be Thursday, December 9, 2021 at 6 p.m.;
- **ANNUAL APPEAL:** We have received \$370 to date. Thank you letters are needed;
- **GIVING TREE:** There are 5 "Angel Tags" left on the tree. However, there are 10 Angels not signed out!
- **REPORTS, etc.:** Jean Carr is working on the Annual Public Library Report for VTLIB and the Library Director's Report for the Town Report. Up to date on all other reports to VTLIB;

- Jean Carr will be on vacation the week of December 12, 2021.

NEW BUSINESS:

- The Trustee Report for the 2022 Town report was collaborated on by all Trustees. A final version will be sent to the Town Administrator before the December 15, 2021 deadline.
- The budget for fiscal year 2022/2023 was reviewed noting the addition of extra funds necessary for internet access. **A motion was made by Ellen Hardy to accept the FY 2022/2023 budget totaling \$95,823.** Seconded by Kristin Bratton. Carried 5-0.
- Library articles for the 2022 Town meeting were reviewed and corrected for inclusion in the town report
- As the Trustee Board now has five members with the appointment of Julie Nevins, it was decided to reorganize two officer positions. **A motion was made by Kristin Bratton to nominate Joanne Leveille to be Chair of the Board of Trustees.** Seconded by Ian Hefele. Motion carried 5-0. **A motion was made Joanne Leveille to nominate Ian Hefele to be Vice Chair of the Board of Trustees.** Seconded by Kristin Bratton. Motion carried 5-0.

OLD BUSINESS:

- The Staff Job Description update item was tabled until the February 2022 meeting.
- Raffle Update. See Library Director's report.
- The 2021 Annual Appeal postcard was mailed using Every Door Direct on or around December 1, 2021. Kristin Bratton will mail the out-of-town postcards. Thank you notes will be processed weekly.

ANNOUNCEMENTS/INFORMATION:

- Julie Nevins' appointment to the Trustee Board was approved by the Selectboard at their December 7, 2021 meeting;
- The next regular meeting of the Vernon Free Library Board of Tress will be held Wednesday, January 12, 2022 at 5:30 p.m. This will be a hybrid meeting.

Meeting adjourned at 6:29 p.m.

Respectfully submitted,

Ellen Hardy, Recording Secretary