

FINAL

**Vernon Free Library Board of Trustees
Regular Meeting
March 9, 2022**

MEMBERS PRESENT:

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

STAFF:

Jean Carr, Library Director

REGULAR MEETING:

Joanne Leveille called the meeting to order at 5:31 p.m.

CHAIR'S REMARKS:

None

OPEN MEETING – PUBLIC COMMENTS:

None

AGENDA ADDITIONS/CORRECTIONS:

None

APPROVAL OF MINUTES:

A motion was made by Kristen Bratton to correct the minutes of the February 9, 2022, Regular Meeting to read “FINANCIAL: FY 21/22 expenditures are at 57.52% of the budget at 60.82% of the fiscal year;”. Seconded by Ian Hefele. Carried 5-0.

A motion was made by Julie Nevins to accept the corrected minutes of the February 9, 2022 meeting. Seconded by Kristin Bratton. Carried 5-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:** FY 21/22 expenditures are at 67.4% of the budget at 65.02% of the fiscal year;
- **VTLIB:** Tonya Ryals is the new Governance & Management Consultant for VTLIB. Tonya Ryals replaces Lara Keenan;
- **SUMMER READING PROGRAMING GRANT:** The application has been submitted;
- **SUMMER READING WORKSHOPS:** Are being held the week of March 6, 2022. Jean Carr attended one March 8, 2022 and will attend another March 10, 2022.
- **AIR QUALITY METER:** Has been received. A workshop on how to use it is scheduled for the week of March 13, 2022 and Jean Carr will attend;
- **ARPA GRANT:** Two Air Doctor 5000 Air Purifiers have been ordered, along with replacement filter packs. The cost should be \$1,753 after Vernon Free Library is credited a Sales Tax Exemption. This equals \$699 for each air purifier plus \$355 for filters. Shipping is free. Air purifiers were budgeted at \$1,560 in the ARPA Grant application.

NEW BUSINESS:

- As Town Meeting is being held on May 1, 2022, creating the script for Town Meeting was tabled until the April 13, 2022 Regular meeting of the Board of Trustees. Kristin Bratton volunteered to email last year's script to all trustees and staff.

- The proposed Gift Fund Policy was reviewed with recommendations made to clarify the document. Ellen Hardy will update the policy and send it to all Trustees and staff to be reviewed at the April 13, 2022 meeting.

Julie Nevins asked about developing a plan for targeting fundraising initiatives and proposed utilization of gift fund expenditures; a wish list of sorts. Julie Nevins and Ian Hefele volunteered to put ideas together for a list as well as a survey to get input from current patrons.

- A Cabin Fever Fundraiser was discussed. This would be a raffle showcasing local artisan and vendors products and services. After significant discussion, it was decided to highlight five local vendors in the raffle; three whom produce products and two whom produce food/perishable items. A flyer and explanation of products regarding the raffle will be discussed via email. Raffle tickets will be available for sale April 2, 2022. The drawing for the raffle items will be held May 2, 2022. This will be called the Spring Fever raffle.

OLD BUSINESS:

- Continuation of review of the Library Director Job Description has been tabled until the April 13, 2022 meeting.
- Continuation of review of the Staff Job Description has been tabled until the April 13, 2022 meeting.
- Kristin Bratton updated the Trustees and Staff about a gift fund expenditure to consider vertical blinds to replace current Vernon Free Library window dressing. Utilizing the Library Marketplace from the Buying Group, it is possible to get vertical blinds however a final expenditure was not presented to the Trustees as measurements for the correct blinds needed to be obtained.

Julie Nevins asked about the current balance of the gift fund. To date that amount is \$44,065.37.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, April 13 2022 at 5:30 pm. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 6:33 p.m. Seconded by Julie Nevins. Carried 5-0.

Respectfully submitted,

Ellen Hardy, Recording Secretary