

**FINAL**

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
May 12, 2021**

**MEMBERS PRESENT:**

Bronna Zlochiver, Chair  
Joanne Leveille, Vice Chair  
Kristen Bratton, Clerk  
Ellen Hardy, Secretary  
Ian Hefele

**STAFF:**

Jean Carr, Library Director

**REGULAR MEETING:**

The meeting was held electronically via Zoom.com. Bronna Zlochiver called the meeting to order at 5:00 pm.

**CHAIR'S REMARKS:**

Bronna Zlochiver welcomed everyone to the meeting.

**PUBLIC PARTICIPATION:**

None.

**AGENDA ADDITIONS/CORRECTIONS:**

- **A motion was made by Bronna Zlochiver to add Budget Information Explanation under Old Business.** Seconded by Joanne Leveille. Carried 5-0.

**APPROVAL OF MINUTES:**

- **A motion was made by Ian Hefele to accept the minutes of the April 14, 2021 as written.** Seconded by Joanne Leveille. Carried 5-0.

**LIBRARY DIRECTOR'S REPORT:**

- Financials: Expenditures are at 84.12% through 86.03% of the fiscal year;
- CARES Grant: Vernon Free Library will be receiving a \$400 CARES Grant "to support connectivity and computer access for patrons at selected public libraries statewide." It uses include "accommodations to improve computer use inside or outside the building." Vernon Free Library will put the grant funds towards purchasing outdoor furniture and installing an outdoor electrical outlet on the south end of the Town Office building so that patrons can sit outside and not in their cars to access the library's Wi-Fi. It was strongly suggested by the Trustees to support local business to fulfill electrical and furniture requirements;
- ASPEN VOKAL Catalog: Aspen will be a new look to Vernon Free Library's VOKAL Catalog. It is more interactive, provides more information and will make it easier for patrons to find things like new books in different categories, the books that are on the New York Times Best Seller List, and many more features. Jean Carr is currently involved in the training

## **NEW BUSINESS:**

- Review Library Policies and Trustees Bylaws: After a brief explanation that the Policies are guidelines for the operation of the Library and the Bylaws govern the Trustees' responsibilities and meetings, the Trustees postponed acceptance of the documents until the June 9, 2021 regular Trustees meeting;
- 2021 Plant, Books & Bake Sale: Janis Periera has generously offered to help coordinate this event with the assistance of a Trustee. Janis suggested having an event the third weekend of June or wait until the autumn. After minimal discussion, the Trustees asked Bronna Zlochiver to explore a fall event with Janis Periera;
- Library Director Performance Evaluation (Explanation): Bronna Zlochiver reviewed the performance evaluation process with the Trustees, asking them to complete the review process on their own before the June 9, 2021 regular meeting at which time responses and comments will be combined. Bronna Zlochiver will then write up the combined results, as Trustees to review them, and then send them to Jean Carr, Library Director, for her to review before the performance review at the July 8, 2021 regular Trustees meeting.

## **OLD BUSINESS:**

- Ratify Trustees' Board Reorganization: **A motion was made by Ian Hefele to ratify the Vernon Free Library Board of Trustees reorganization as follows: Bronna Zlochiver, Chair; Joanne Leveille, Vice Chair; Kristin Bratton, Clerk; Ellen Hardy, Secretary; and Ian Hefele, member.** Seconded by Kristin Bratton. Carried 5-0;
- Library Script for 2021 Town Meeting (Final Reading): Bronna Zlochiver thanked Jean Carr for providing information for the updated script. The document was reviewed and all Trustees concurred that the amended script was fine as written;
- Reopening Update: Jean Carr reported that nothing has changed at this point regarding reopening of the Vernon Free Library;
- Budget Information Explanation: Trustees had several questions regarding the Library's finances. (1) What happens when funds allocated in a given fiscal year are not spent? Jean Carr explained that, at the auditor's advice, any excess funds not spent by departments go back to the Town for its Rainy Day Fund. (2) When asked about the expenditures for the computers at the Circulation Desk, Jean Carr explained that she used monies allocated in the regular budget. She also said that the Selectboard asked all departments to have level funded budgets for the coming fiscal year (2021-2022). (3) Jean Carr explained that she earns compensatory time for time worked over the regular 36 hour work week; this time usually accrues from time spent at webinars, workshops or meetings.

## **ANNOUNCEMENTS/INFORMATION:**

- The next regular meeting of the Vernon Free Library Board of Trustees will be held June 9, 2021, at 5:00 pm;
- Town Meeting will be held Sunday, May 23, 2021 at 2:00 pm at a tent set up on the Governor Hunt side of the Town Office building. All trustees are encouraged to attend.

Meeting adjourned at 6:05 pm.

**Respectfully submitted,**  
**Ellen Hardy, Recording Secretary**