

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
May 3, 2023**

**MEMBERS PRESENT:**

Cassie Sailsman, Chair  
Doug Rosien, Vice-Chair  
Kristin Bratton, Clerk  
Julie Nevins, Secretary

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

**REGULAR MEETING**

Cassie Sailsman called the meeting to order at 6:00 pm.

**CHAIR'S REMARKS:**

No remarks.

**OPEN MEETING—PUBLIC COMMENTS:**

No public comments.

**AGENDA ADDITIONS/CORRECTIONS:**

**Julie Nevins moved to add an item in New Business regarding electronic library donations via the town website.** Kristin Bratton seconded. Carried 4-0.

**APPROVAL OF MINUTES:**

Change to correct the minutes under “Review Covid Policy” to clarify that staff continue to disinfect returns.

**A motion was made by Kristin Bratton to approve the minutes the regular April 12, 2023 meeting as corrected.** Seconded by Doug Rosien. Carried 4-0.

**LIBRARY DIRECTOR'S REPORT:**

- FINANCIAL
  - Nothing available this month as there was no Budget Summary from the Treasurer because it was not a full month since the last Trustee meeting.
- CAPITAL NEEDS GRANT SURVEY
  - This was completed and a copy was sent to each Trustee. Projects proposed were new energy efficient and working windows and a new, more manageable entry door to the library.
- PLANT SALE
  - The plant sale has been scheduled for Saturday, May 13 from 9 am to 12 noon.

- Residents can set up to sell any extra vegetable or flower plants they have started for their gardens.
- **NEW OFFICE COMPUTER**
  - Installation of the new office computer is complete.
  - The old office computer will be used to replace one of the public computers. This has not been done yet as they like to wait some before wiping out the old office computer.
- **PALACE APP**
  - Our interest was expressed to VTLIB and we are now able to get the Palace App (downloadable audio and ebook app). I've just started getting emails with instruction, etc. and will be working on that.
  - This is in addition to Libby, and expands the resources available to our patrons.
- **NEW PART TIME ASSISTANT**
  - Rebecca Stott has been hired to work Monday, every other Thursday, and every other Saturday.

### **NEW BUSINESS**

- **Review/update Vernon Free Library employee job descriptions**
  - The Library Director will email the documents for review and discussion during the June 14, 2023 meeting.
- **Electronic Library Donations**
  - The Town website now includes a button to donate electronically to the library. Julie Nevins will work with the Town Treasurer to update options so that donors can specify their donation.
  - Kristin Bratton will work with the webmaster to make a direct link from the Library website to the library donation page on the Town Website.

### **OLD BUSINESS**

- **Capital Grant**
  - The Library Director completed a needs assessment worksheet from the VT Department of Libraries (see Library Director's Report).
  - The Trustees will prepare for the potential opportunity to apply for this funding by getting estimates for the proposed projects.
  - Cassie Sailsman will develop a list of potential contractors for the proposed work for Trustees to review during the June 14, 2023 meeting.
- **Continue Reviewing: General Operating Procedures-Policies, By-Laws, Mission Statement, & Vision**
  - The Trustees reviewed the Vision Statement, Mission Statement, and General Operating Procedures-Policies.
  - **Kristin Bratton moved to approve the Mission Statement, Mission Statement, and General Operating Procedures-Policies as written.** Doug Rosien seconded. Carried 4-0.
  - The Trustees will vote on final approval of the By-Laws during the June 14, 2023 regular meeting.

### **ANNOUNCEMENTS/INFORMATION:**

DRAFT

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, June 14, 2023 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Kristin Bratton to adjourn the meeting at 7:26 p.m.** Seconded by Doug Rosien. Carried 4-0.

Respectfully submitted,  
Julie Nevins, Secretary