

## **DRAFT**

### **Vernon Free Library Board of Trustees Regular Meeting Minutes September 14, 2022**

#### **MEMBERS PRESENT:**

Cassie Sailsman, Chair  
Kristin Bratton, Clerk  
Julie Nevins, Secretary

#### **STAFF:**

Jean Carr, Library Director

#### **GUESTS:**

#### **MEMBERS ABSENT:**

Ian Hefele, Vice Chair

#### **REGULAR MEETING**

Cassie Sailsman called the meeting to order at 5:35 pm.

#### **CHAIR'S REMARKS:**

No remarks.

#### **OPEN MEETING—PUBLIC COMMENTS:**

No public comments.

#### **AGENDA ADDITIONS/CORRECTIONS:**

No additions/corrections.

#### **APPROVAL OF MINUTES**

August minutes updated to fix typo of “notes” to “now” in Library report about ARPA 2. And “taxes and labor” to “labor” under computer purchase because the library doesn’t pay taxes.

**A motion was made by Kristin Bratton to accept the minutes as corrected of the regular August 10, 2022 meeting as written.** Seconded by Julie Nevins. Carried 3-0.

#### **LIBRARY DIRECTOR’S REPORT:**

- FINANCIAL
  - FY 21/22 appropriation was \$91,105. Actual expenses to date from that appropriation \$85,323.64 (93.65% of appropriation).
  - FY 22/23 – Expenditures are at 20.01% and we’re 20.27% through year. This includes expenditures from grants and gift fund (\$2083.99).
- BOOK SALE
  - The Selectboard approved the use of the lobby for Sept 18 through October 6.
  - We received lots of book donations!
- ARPA Grant #2
  - All items have been purchased and received. The grant report has been submitted.
- NEW OFFICE COMPUTER
  - Will be ordered after the library director’s vacation.
- LIBRARY ASSISTANT POSITION:

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- We are looking for a person to fill the open library assistant position.
- Library director will be on vacation next week - Sept 17 through Sept 24. Staff will cover the library hours.

## **NEW BUSINESS**

### **Budget Planning for next Fiscal Year**

- We may need to increase the technology budget due to the costs of website updates
- Postage and currier rates are still likely to stay the same, but the current budget does not have any wiggle room.
- Wages: Minimum wage has increased. The Town has hired a contractor to conduct a town-wide wages survey, but we do not have the report yet, and so cannot finalize the budget yet. We are also considering having two levels of Assistant Librarian, based on experience and merit. So we'll know more about estimates for this section in the near future.

## **OLD BUSINESS**

### **Fall Book Sale**

- The Town Tag Sale is Sept 24, but not many people have signed up yet.
- We have received a number of book donations, but still do not have as many books as we did for the Spring Tag Sale.
- Julie Nevins will e-mail Town Administrator and note that we will not hold the book sale on Sept 24 (and will not need the use of the lobby). Instead, we will have a book sale on Election Day (Nov 8).
- Cassie Sailsman will attend the Nov 1 Selectboard meeting to ask for use of the lobby Nov 2-20.

### **Policy about trustees utilizing Google Docs**

- Tonya Ryals referred Trustees to the Town Attorney with any specific questions about using Google Docs. Essentially, we cannot use Google Docs as a Board to complete any work in between regular meetings.

### **Trustee "work time"**

- In lieu of using Google Docs, the Trustees will schedule working sessions on an as-needed basis (as agreed during the August 10, 2022 regular meeting).
- These sessions will be warned, and will have shorter, less formal agendas than regular meetings.

### **Gift Fund Expenditure**

- The blinds will be installed as Mr. Mark Wright has availability to complete the work.

### **Planning for Annual Appeal**

- We do not yet have a quote from the printer.
- The Trustees will have a work session on Thursday, Sept 22, 2022 at 5:15 to approve the postcard final design and expenditure for printing and mailing for the annual appeal.
- Julie Nevins will e-mail the Town Administrator to ask whether we can solicit electronic donations through the Town website for the annual appeal and whether an alternate method (e.g., Venmo, PayPal) is possible.

## **Executive Session if needed**

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**A motion was made by Kristin Bratton pursuant to 1 V.S.A. §313(3)(a)(3), the Trustees will enter into Executive Session to discuss the Library Director Performance Review.** Seconded by Julie Nevins. Motion carried 3-0.

- Trustees went into Executive Session at 6:46 p.m. and returned at 7:09 p.m. No decision was made during Executive Session.

### **ANNOUNCEMENTS/INFORMATION:**

The next work session of the Vernon Free Library Board of Trustees will be held Thursday, September 22, 2022 at 5:15 pm.

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, October 12, 2022 at 5:30 p.m. This will be a hybrid meeting.

**A motion was made by Kristin Bratton to adjourn the meeting at 7:10 p.m.** Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,

Julie Nevins, Recording Secretary