

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
September 6, 2023**

**MEMBERS PRESENT:**

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

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

Doug Rosien, Vice-Chair

**REGULAR MEETING**

Cassie Sailsman called the meeting to order at 5:56 pm.

**CHAIR'S REMARKS:**

No remarks.

**OPEN MEETING—PUBLIC COMMENTS:**

No public comments.

**AGENDA ADDITIONS/CORRECTIONS:**

No additions or corrections.

**APPROVAL OF MINUTES:**

No quorum of members who attended the July 12, 2023 meeting. Approval tabled until the October 11, 2023 regular meeting.

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:**
  - FY 22/23 – Ended June 30. Don't have final figures on expenditures for Fiscal Year 2022-2023 as bills are still being paid. Treasurer will be closing the books soon.
- **SUMMER READING PROGRAM – “ALL TOGETHER NOW”**
  - 24 juveniles signed up – 14 completed the program
  - 10 teens signed up – 6 completed the program
  - Those completing the program received Reading Certificates, a \$10 gift certificate to Everyone's Books. One teen was drawn to win the \$30 Amazon Gift Card.
- **PUBLIC LIBRARY COMPENSATION SURVEY for VTLIB**
  - Completed this survey on time, about a 3 hour process. The information is for the **WORKING GROUPS ON THE STATUS OF LIBRARIES IN VERMONT**. They are providing the VT Legislature with information on libraries in Vermont.
- **COURIER GRANT**

- This was applied for on time. It should be for \$650.
- **VERNON COMMUNITY MARKET**
  - At the Sept 20 the market, they are looking to make it a big community event.
  - This could be a good opportunity to do tabling with the library survey.
- **LIBRARY BLINDS**
  - The previous custodian for the building was contacted and he is not able to install the blinds.
- **BOOK SALE**
  - There may be a community tag sale or flea market involving the Governor Hunt House.
  - No date has been set – probably in October.
  - The Trustees decided to hold a book sale on October 7, pending the Select Board’s approval of use of the lobby from Sept 30-Oct 15 (including a week each of set up and take down).
- Library Director will be on vacation September 9 – 16.

### **NEW BUSINESS**

- **Purchasing of Chairs**
  - Kristin Bratton and Jean Carr presented chair options for the conference table. Members will continue to research options to discuss at October regular meeting.
- **Planning for Annual Appeal**
  - Aim for postcards to be mailed the first week of November.
  - If possible, postcards will include link for digital donations. Julie Nevins will follow-up on this.
  - Kristin Bratton will bring a draft to the October 11, 2023 meeting for approval.
- **Budget Planning for Next Fiscal Year**
  - See Library Director’s Report

### **OLD BUSINESS**

- **Strategic Planning**
  - The board outlined a survey to request public feedback for strategic planning purposes.
  - **Julie Nevins moved that the survey be posted at the Vernon Community Market on September 20, 2023 and the book sale (October 7, 2023) and to purchase four \$25 Visa gift cards from the Gift Fund to raffle for survey respondents. Kristin Bratton seconded. Carried 3-0.**
    - The survey will be available both on paper on the day of each even and online for one week afterward.
  - **Kristin Bratton made a motion to spend up to \$150 from the Gift Fund for library incentives for tabling and events. Seconded by Julie Nevins. Carried 3-0.**

### **Executive Session, if needed**

- **A motion was made by Julie Nevins pursuant to 1 V.S.A. §313(3)(a)(3), regarding appointment or employment or evaluation of a public officer or employee, the Trustees will enter into Executive Session to discuss the Library Staff. Seconded by Kristin Bratton. Motion carried 3-0.**
- Trustees went into Executive Session at 7:58 p.m. and returned at 9:07 p.m. No decision was made during Executive Session.

**ANNOUNCEMENTS/INFORMATION:**

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, October 11, 2023 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Kristin Bratton to adjourn the meeting at 9:08 p.m.** Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,  
Julie Nevins, Secretary