

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
April 10, 2025**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Kristin Bratton, Clerk
Nicole Deyo, Secretary
Wendy Shumway via Zoom

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Julie Nevins, Vice-Chair

SPECIAL MEETING

Cassie Sailsman called the meeting to order at 5:52 pm.

CHAIR'S REMARKS:

OPEN MEETING—PUBLIC COMMENTS:

No comments from the public.

AGENDA ADDITIONS/CORRECTIONS:

APPROVAL OF MINUTES:

Wendy Shumway moved to accept as correct the minutes of March 12, 2025. Cassie Sailsman seconded. Motion carried 3-0. 1 abstention

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL**
FY 24/25 Expenditures from tax appropriations is 72.48% of budget. We're at 76.99% through the fiscal year.
- **CODE OF ETHICS TRAINING REMINDER**
As elected officials, the Trustees will fall under the new law requiring Code of Ethics Training to be completed by September 30, 2025. The Town Administrator emailed the Board the information and links for training.
- **VINS LIBRARY PASS (Vermont Institute of Natural Science)**
VINS notified us of rate increases. Entry with a Library Pass will now be \$10 per person up to four people. All their rates increased. This will be ½ price for regular adult admission.
- **TOWN WIDE YARD SALE**

Organized by Friends of Vernon Center & will be Saturday, May 10 from 8am to 3pm.

- **VERNON COMMUNITY MARKET**
Scheduled for Thursday, June 19 (Juneteenth) and Wednesday, September 3.
- **GOVERNOR HUNT HOUSE COMMUNITY SURVEY**
The results were sent to all Trustees.
- **COMPUTER REPLACEMENT**
After consulting with our Tech/Computer people (Vermouth Computers) we decided to replace one staff computer and move it to the public computer station and to replace the Catalog computer with a lesser model. Estimates: Staff computer \$1328.00, Catalog computer \$1082.00 plus labor. I also need to buy 5 Office 2024 licenses. We may need to use VFL Gift Fund money for some or all of this.
- **SUMMER READING PROGRAM WORKSHOP**
June (Youth Services Librarian) and myself attended the workshop put on by VT LIB. It was held at Rockingham Free Library.
- **WEBSITE UPDATE**
Info to be presented later in the agenda.

Kristin Bratton moves to approve the purchasing of new computers and necessary software with funds from the budget as well as the VFL Gift Fund. Motion carries 4-0.

NEW BUSINESS:

- **Book Sale**
May 10th - Julie, Nikki, and Wendy will set up and break down. Kristin and Cassie will sell books on the day. No bake sale. Blind Book Sale: wrapped and packaged. Flyer is ready
- **Strategic Planning**
- **Community Market Raffle**
Start at Book Sale and pull winners in July. Will use items that were leftover from last year's raffle gifts. Blind Book Sale

OLD BUSINESS:

- **Review of General Operating Procedures (Policies, By Laws, Mission Statement & Vision)**
Kristin Bratton moves to accept the General Operating Procedures for the Vernon Free Library as updated. Nikki Deyo seconded. 4-0
- **Act 150- Creating a Collection Development Policy**
- **Website Discussion**

EXECUTIVE SESSION:

ANNOUNCEMENTS/INFORMATION:

Trustees' next regular meeting will be Thursday, May 8th, 2025 at 5:45pm in person at the library and electronically on the Zoom virtual meeting platform

Library Board of Trustees is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees Meeting

Time: May 8th, 2025 at 5:45 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/86266239642?pwd=nyKmRw0S8XbvzAdJkfjSXHvto2Xaww.1>

Meeting ID: 862 6623 9642

Passcode: Library

Find your local number: <https://us02web.zoom.us/j/86266239642?pwd=nyKmRw0S8XbvzAdJkfjSXHvto2Xaww.1>

Posting of the Agenda and Warning of the Meeting can be found in the Town Office Building Foyer, at the Vernon Post Office, outside the library and available on the Library website at <http://www.vernonfreelibrary.org>

A motion was made by Kristin Bratton to adjourn the meeting at 7:31 p.m. Seconded by Nikki Deyo. Carried 4-0.

Respectfully submitted,
Nikki Deyo, Secretary