

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
April 12, 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 5:49 pm.

**CHAIR'S REMARKS:**

No remarks.

**OPEN MEETING—PUBLIC COMMENTS:**

No public comments.

**AGENDA ADDITIONS/CORRECTIONS:**

Julie Nevins moved to add an executive session to the agenda for the discussion of Library Staff, pursuant to 1 V.S.A. §313(3)(a)(3). Doug Rosien seconded. Carried 4-0.

**APPROVAL OF MINUTES:**

**A motion was made by Doug Rosien to approve the minutes of the regular March 8, 2023 meeting as written.** Seconded by Kristin Bratton. Carried 4-0.

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:**
  - FY 22/23 – Expenditures from tax appropriations are at 70.28% and we're 78.08% through year.
- **SUMMER READING PROGRAM GRANT**
  - We have been awarded the grant. Money has not been dispersed yet. Spending is to be between May 15 & September 15.
- **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.
  - Publicity has begun.
- **ANNUAL PUBLIC LIBRARY REPORT**

- The report was submitted March 21, 2023. There's a print copy in the library office if anyone wants to look at it.
- **NEW BLINDS**
  - The Library Director contacted one local person about installation but has not heard back.
  - The Town will be hiring a new custodian for the town office building so perhaps they will be able to help with installation.
- **NEW OFFICE COMPUTER**
  - The Library Director has begun the process of replacing the office computer with Vermont Computers.

## **NEW BUSINESS**

- **Discussion about possibly rescheduling our May & September meeting**
  - Due to Trustee availability, the May meeting will be rescheduled from May 10, 2023 to May 3, 2023 at 5:45 PM. The September meeting will be rescheduled from September 13, 2023 to September 6, 2023 at 5:45 PM.
- **Schedule a training session for trustees**
  - The training is to ensure Trustees can open, run, and close the library in the event that staff are unavailable. Trustees will schedule trainings either individually or in pairs with the Library Director.
- **Capital Grant**
  - The Chair shared fliers from the VT Department of Libraries regarding 1) Public Library Capital Projects Grants and 2) Public Facilities Preservation Initiative Grants Funding for Libraries.
  - It may be possible to apply for some of these funds to replace windows in the library.
  - The Library Director and Board of Trustees Chair will further review the details and if appropriate will complete a needs assessment worksheet from the VT Department of Libraries.
- **Review Covid Policy**
  - The Trustees reviewed the COVID Reopening Plan. Discussion included the following updates: Face masks will now be recommended but not required for both staff and patrons. Staff no longer need to disinfect high-touch areas.
  - Kristin Bratton left the meeting at 6:30 PM.
  - **Julie Nevins moved to approved the new reopening plan (Phase 5) as discussed.** Doug Rosien seconded. Carried 3-0.
  - Trustees will review this again at the June meeting, concurrent with updating employee job descriptions to reflect post-Covid procedures and policies.

## **OLD BUSINESS**

- **Gift Fund Expenditure**
  - Blinds update: we need to wait for installation until the town hires a new custodian (see the Library Director report for additional details).
- **Continue Reviewing: General Operating Procedures-Policies, By-Laws, Mission Statement, & Vision**
  - The Trustees reviewed the Vision Statement, Mission Statement, General Operating Procedures-Policies, and By-Laws documents, corrected typographical errors, and as needed updated the documents to reflect current library needs.

- The Trustees will vote on final approval when the full Board is present during the May 3, 2023 regular meeting.

**Executive Session if needed**

- **A motion was made by Julie Nevins pursuant to 1 V.S.A. §313(3)(a)(3), the Trustees will enter into Executive Session to discuss the Library Staff with the Library Director.**  
Seconded by Doug Rosien. Motion carried 3-0.
- Trustees went into Executive Session at 6:54 p.m. and returned at 7:07 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, May 3, 2023 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Doug Rosien to adjourn the meeting at 7:07 p.m.** Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,  
Julie Nevins, Secretary