

FINAL

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
April 14, 2021**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair/Clerk
Ian Hefelee
Kristin Bratton
Ellen Hardy

STAFF:

Jean Carr, Library Director

REGULAR MEETING:

The meeting was held electronically via Zoom.com. Bronna Zlochiver called the meeting to order at 5:00 pm.

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting.

PUBLIC PARTICIPATION:

None

AGENDA ADDITIONS/CORRECTIONS:

- **A motion was made by Bronna Zlochiver to add Trustees' responsibilities, Board Reorganization, and Explanation of Signing and Approving of Warrants to the agenda under New Business.** Seconded by Ian Hefelee. Carried 5-0.

APPROVAL OF MINUTES:

- **A motion was made by Ian Hefelee to accept the minutes of the March 10, 2021 regular meeting as corrected.** Seconded by Joanne Leveille. Carried 3-0 (Ellen Hardy and Kristin Bratton abstained because they were not Trustees at that time).
CORRECTION: Date of February Special Meeting should be February 25, 2021.

LIBRARY DIRECTOR'S REPORT:

- Financials: Expenditures are at 76.30% at 76.44% of the fiscal year;
- Summer Reading Program: Will probably begin in July depending on COVID conditions. The 2021 theme is "Tails and Tales";
- Town Meeting Date: Sunday, May 23, 2021 at 2:00 pm.

NEW BUSINESS:

- Preparing for Vernon Free Library's future: Although not a topic to be discussed in-depth at this meeting, future staffing (Ian Hefelee and Bronna Zlochiver will collaborate on this project), fundraising (overseen by Ellen Hardy), improvements to the Library's physical plant and goals for the Library were identified as areas of importance;
- Trustees' Duties: A brief review, with reference to the Vernon Free Library's Bylaws, was undertaken. Specifically, duties of the four officers were discussed
- Board Re-Organization:

Election of Officers:

- ❖ **A motion was made by Ellen Hardy to nominate Bronna Zlochiver to be Chair of the Vernon Free Library Board of Trustees.** Seconded by Ian Hefelee. Carried 5-0
- ❖ **A motion was made by Bronna Zlochiver to nominate Joanne Leveille to be Vice Chair of the Vernon Free Library Board of Trustees.** Seconded by Ellen Hardy. Carried 5-0
- ❖ **A motion was made by Ian Hefelee to nominate Kristen Bratton to be Clerk of the Vernon Free Library Board of Trustees.** Seconded by Joanne Leveille. Carried 5-0
- ❖ **A motion was made by Joanne Leveille to nominate Ellen Hardy to be Secretary of the Vernon Free Library Board of Trustees.** Seconded by Ian Hefelee. Carried 5-0

Meeting Dates and Times:

- ❖ **It was moved by Ellen Hardy to hold Vernon Free Library Board of Trustees regular meetings on the second Wednesday of each month at 5:00 pm.** Seconded by Kristen Bratton. Carried 5-0
- Explanation of Signing and Approving of Warrants: Joanne Leveille thoroughly explained the process and necessity of reviewing and signing warrants, noting that the Clerk approves payment of invoices on a weekly basis; Trustee's review and sign warrants on a monthly basis

OLD BUSINESS:

- 2021 Town Meeting Dated is scheduled for Sunday, May 23 at 2:00 pm
- Library Script for 2021 Town Meeting: Bronna Zlochiver reviewed the script of the of the Town Meeting articles as they pertain to the Vernon Free Library. She further encouraged all Trustees to be present and to positively promote and speak about the Library;

- Re-Opening Update: Jean Carr reported that David Emery, Vernon's Emergency Management Officer, recommended that the Vernon Town Office Building remain closed, therefore, because the Library is in the Town Office Building, it will remain closed until Mr. Emery authorizes the building can be opened. It was indicated that the governor is loosening COVID guidelines in May. Not all Vernon Town employees are vaccinated at this time. When the Library does re-open it will be by timed appointments and this will last until at least July based on the Governor's projections

ANNOUNCEMENTS/INFORMATION:

- The next regular meeting of the Vernon Free Library Board of Trustees will be held May 12, 2021 at 5:00 pm

Meeting adjourned at 5:51 pm.

Respectfully submitted,

Ellen Hardy
Recording Secretary