

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
August 14, 2024**

**MEMBERS PRESENT:**

Cassie Sailsman, Chair  
Julie Nevins, Vice-Chair  
Kristin Bratton, Clerk

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

Nikki Deyo, Secretary

**REGULAR MEETING**

Cassie Sailsman called the meeting to order at 5:49 pm.

**CHAIR'S REMARKS:**

The Chair has received contact information for a potential person to fill the empty trustee position.

**OPEN MEETING—PUBLIC COMMENTS:**

No members of the public present.

**AGENDA ADDITIONS/CORRECTIONS:**

No additions or corrections.

**APPROVAL OF MINUTES:**

- **Kristin Bratton moved to accept the minutes of the July 17, 2024 regular meeting as corrected.** Cassie Sailsman seconded. Carried 3-0.

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:**
  - FY 23/24 totals to date: Expenditures from tax appropriations are \$104,446.85 of \$106,845 budgeted. (\$2398.15 unspent)
  - FY 24/25 Expenditures from tax appropriations 10.47% of budget. We're at 11.78% through the fiscal year.
- **"Adventure Begins at Your Library" SUMMER READING PROGRAM**
  - Program finished Saturday, August 3. We had 23 juveniles & 10 young adults participate. Bags with prizes, Reading Certificates, Reading Logs & a \$10 gift certificate to a local bookstore are being given to the children as they come to the library.
- **BOOKMAKING WORKSHOP** by Jessie Casella was held on Saturday, July 27
  - She taught participants how to make journals and then supplied lots of materials to decorate them.
  - 7 children & 5 adults participated.
- **RHYME TIME**

- It's scheduled to start Wednesday, September 11 at 10:30 am. It will be every Wednesday at that time with the Youth Services Librarian.
- NELA Conference (New England Library Assoc.) will be October 20-22 in Portland Maine.
  - The Director & Youth Services Librarian would like to attend. The conference costs \$350/day per person for NELA members in addition to travel, hotel room, and some meals.
  - **Julie Nevins moved to approve attendance at NELA conference for the Library Director and Youth Services Librarian on October 20-22.** Kristin Bratton seconded. Carried 3-0.

#### **NEW BUSINESS:**

- **Budget Planning for Next Fiscal Year**
  - Initial budgets will likely be due to the Selectboard in October, with meeting scheduled in September.
  - We should have final numbers for actual spending from 2023-2024 FY in time for discussion at the September 11, 2024 Regular Meeting.
- **Planning For The Annual Appeal**
  - Julie Nevins will ensure library payments are possible online through the Town website.
  - We will draft postcards at the September 11, 2024 Regular Meeting.

#### **OLD BUSINESS:**

Executive Session if needed: Library Director Annual Performance Evaluation Review

- **General Operations Update Regarding S.220**
  - Trustees made updates to the General Operations to:
    - record the updated age of confidentiality requirements from 16 years to 12 years
    - update the library card registration policy to remove the requirement for a picture ID and to clarify that proof of current address is required
    - add a policy regarding security cameras
    - add a policy to align with recent law requiring libraries need to have a materials selection policy
  - Tabled until the September 11, 2024 Regular Meeting: Finalize review of overdue policy and cell phones policy
- **Raffle Planning Check-In**
  - We earned \$20 at the Community Market August 1, and there have been additional sales in the library.
  - Trustees will table at the August 15 Community Market.
- **Logo Contest Check-In**
  - We have had one more submission—there is still time!
  - We will select on the new logo during the October regular meeting.

#### **EXECUTIVE SESSION**

No executive session.

#### **ANNOUNCEMENTS/INFORMATION:**

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, September 11, 2024 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Julie Nevins to adjourn the meeting at 8:01 p.m.** Seconded by Kristin Bratton. Carried 3-0.

Respectfully submitted,  
Julie Nevins, Vice-Chair