

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
August 14, 2025**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Nicole Deyo, Secretary
Wendy Shumway (Zoom)

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Kristin Bratton, Clerk

SPECIAL MEETING

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

CHAIR'S REMARKS:

OPEN MEETING—PUBLIC COMMENTS:

No comments from the public.

AGENDA ADDITIONS/CORRECTIONS:

Julie Nevins moves to add the Raffle, Community Market, and Town Yard Sale. Wendy Shumway seconded. Motion carried 4-0.

APPROVAL OF MINUTES:

Julie Nevins moved to accept as correct the minutes of July 17, 2025. Nicole Deyo seconded. Motion carried 3-0. 1 abstention

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL**
FY 24/25 Final Budget Summary not yet available
FY 25/26 – Expenditures from tax appropriations is at 11.84%. We're 11.5% through the fiscal year. This includes renewal of some annual contracts.
- **COMPUTER REPLACEMENT**
We will not need to purchase any more Microsoft Licenses. The computers have been updated.
- **SUMMER READING PROGRAM – “Color Our World”**
22 Juveniles with 16 completing the program & 6 Young Adults with 4 completing.

- **WEBSITE UPDATE**

I've been working back and forth with corrections. Should be ready very soon.
Soft launch suggested by Trustees. Post on Facebook and Town Newsletter. Website may be up and running in a couple weeks

- **STATE LIBRARIAN VISIT**

Catherine Delneo, VT State Librarian, along with Jonathan Clark & Joy Worland visited here Tuesday, August 12. We had a nice exchange.
State grant funding is coming soon. Julie to follow up and also to send a thank you card.

- **JUNE TURNER**

Youth Services Librarian has resigned her position. She was in need of a job that would provide health insurance.
Effective August 23rd
Trustees to approve request for vacation payout

- **VACATION**

I will be taking vacation from September 10 to 13.
Trustees and Jean agree to meet on September 4th for September meeting

NEW BUSINESS:

- Planning for annual appeal
 - Will send postcards. Need to determine who we will print with or improve communication with past printing company
 - Will start in September getting it ready to send for early November
 - Kristin to work on the postcards for review in next meeting
- Budget Planning for next FY
 - Tabled until next meeting

OLD BUSINESS:

- Raffle Update
 - Nature photo and journal is available and to be sent
 - Book and DVD received. DVD returned
 - Tote replaced with gift card to be sent
 - Buddy's Pet Store gift card to be sent
- Community Market
 - September 3rd - Library Trustees will showcase new website with a Scavenger Hunt and prizes for participants
 - Set up - Cassie, Breakdown - Nikki
 - 3 Laptops - Julie and Nikki
 - Prizes - Julie
 - Pens need to be ordered - Kristin

Julie Nevins moves to spend up to \$100 of Gift Fund for the purpose of prizes for the VFL Community Market Educational Website Scavenger Hunt. Wendy Shumway seconded.

Motion carried 4-0

- Strategic Planning
 - Reviewed and discussed library values compilation that was sent in email by Wendy. Pointed out what we all had in common and went into further detail what some of the values mean to each of us individually and collectively.
 - Suggested a quarterly speaker series to the interest of patrons

Wendy Shumway moved to adopt the five values: Empowerment, Community, Inclusivity, Knowledge, and Curiosity for the Vernon Free Library core values. Nikki Deyo seconded.

Motion carried 4-0

- Town Yard Sale
 - Trustees will not participate with a Book Sale

EXECUTIVE SESSION:

Julie Nevins moved to enter into executive session to discuss the evaluation of a public officer or employee pursuant to Title 1, Section 313(a)(3), of the Vermont Statutes with the Library Director. Cassie Sailsman seconded. Carried 4-0.

The Trustees entered into executive session at 7:09 PM.

The Trustees left the Executive Session at 7:43 PM. No decisions were made during the Executive Session.

ANNOUNCEMENTS/INFORMATION:

Trustees' next regular meeting will be Thursday, September 4th, 2025 at 5:45pm in person at the library and electronically on the Zoom virtual meeting platform

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 Julie Nevins to adjourn the meeting at 7:44 p.m. Seconded by Wendy Shumway. Carried 4-0.

Respectfully submitted,
Nikki Deyo, Secretary