

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
December 18, 2019**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair
Kristen Dietrich, Recording Secretary
Ian Hefelee, departed at 6:06 PM
Elaine Dietrich

OTHERS PRESENT:

Jean Carr, Library Director

MEMBERS ABSENT:

None

GUESTS:

Deb Berryere, departed at 6:16 PM

REGULAR MEETING:

Bronna Zlochiver called the meeting to order at 5:01 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting.

ADDITIONS/CORRECTIONS TO THE AGENDA:

None

APPROVAL OF THE MINUTES:

A motion was made by Joanne Leveille to accept the minutes of the November 13, 2019, regular meeting of the Vernon Free Library Board of Trustees as corrected. Seconded by Ian Hefelee. Carried 5-0.

CORRECTIONS to the November 13, 2019 Minutes

- ❖ Under Chair's Remarks, the words "Vernon Free Library gift fund" were all corrected to have initial capital letters.
- ❖ Under Additions/Corrections to the Agenda: The vote on the motion to add an item under New Business was corrected to read: "Carried 5-0."
- ❖ The third bullet under the Library Director's report was corrected to have a close parentheses and a period at the end.
- ❖ The fifth bullet under the Library Director's report was corrected to read: "The Library will be sponsoring activities downstairs in the Town Office Building on the night of the Tree Lighting."

CORRECTIONS to the November 13, 2019 Minutes (continued)

- ❖ The sixth bullet under the Library Director's report was corrected to read: "The Trustee regular meeting was changed to December 18, 2019 to accommodate Jean Carr's vacation schedule."
- ❖ The seventh bullet under the Library Director's report was corrected to read: "June Turner will be leaving at the end of the month. Jean Carr will be advertising for an assistant after she speaks with Beth Armington."
- ❖ The item Strategic Planning was corrected to read: where it says, "Deb Berryere, a member of the Greenfield Community College Foundation Board of Trustees, who has strategic planning training and experience, will facilitate a series of short sessions on the Harwood Community Conversations method with the Vernon Free Library Trustees. The goal of the Harwood method is to help organizations engage with their communities, better understand the community's needs, and how to meet those needs. The first 20 minute facilitated session took place tonight."
- ❖ Under Old Business and New Business, references to the gift fund were corrected to read: "the Vernon Free Library Gift Fund".

STRATEGIC PLANNING:

Deb Berryere, Jean Carr, and the Vernon Free Library Board of Trustees discussed the Library's vision and mission statements and continued learning about the Harwood Community Conversations process.

LIBRARY DIRECTOR'S REPORT:

- ❖ Budget: Expenditures are at 43.73%. We're at 44.93% of the fiscal year.
- ❖ Giving Tree: 69 "Angel" tags. Sorting of gifts to be done 12/19/2019.
- ❖ Boxwood Tree Workshop: Cancelled due to insufficient enrollment. The November Floral Workshop was also cancelled for insufficient enrollment. 6 people is the minimum for Nancy Renaud to run the workshop.
- ❖ The Selectboard has been discussing a COLA increase for town employees. A decision will be made at tonight's Selectboard.
- ❖ Volunteers requested for the following dates: Thursday, December 26, Saturday, December 28

OLD BUSINESS:

- ❖ Annual Appeal Update: The Vernon Free Library Gift Fund has received \$3320 in donations to date.

NEW BUSINESS:

- ❖ Reviewed Draft Trustees Report for 2019 Town Report.
- ❖ Reviewed Vernon Free Library Articles for 2020 Town Meeting. The Articles are as follows:
 - Article #__ : Shall the voters appropriate a total Library fund expenditure of \$87,453 for administration of the Vernon Free Library for which \$87,453 shall be raised by taxes?
 - Article #__ : To elect a Library Trustee to fill the unexpired term of one year through Town Meeting of March of 2021.
 - Article #__ : To elect a Library Trustee to fill the unexpired term of two years through Town Meeting of March of 2022.
 - Article #__ : To elect a Library Trustee to fill the term of three years through Town Meeting of March of 2023.
- ❖ **A motion was made by Joanne Leveille to approve the Library Articles for the 2020 Town Meeting.** Seconded by Elaine Dietrich. Carried 4-0.

ANNOUNCEMENTS/INFORMATION

Next Meeting: Wednesday, January 8, 2020, at 5 pm.
2020 Coffees with Sara Coffey will be starting in January.

MEETING ADJOURNED AT 6:29 PM.

Respectfully Submitted by

Kristen Dietrich, Recording Secretary