

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
February 12, 2025**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Kristin Bratton, Clerk
Nicole Deyo, Secretary
Wendy Shumway **leaves meeting at 6:50 PM**

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

SPECIAL MEETING

Cassie Sailsman called the meeting to order at 5:50 pm.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No comments from the public.

AGENDA ADDITIONS/CORRECTIONS:

Additions to agenda: Julie Nevins moved to add approval to the December 11, 2024 minutes to the agenda. Kristin Bratton seconded. Motion carried 3-0.

APPROVAL OF MINUTES:

Julie Nevins moved to accept as correct the minutes of December 11, 2024. Cassie Sailsman seconded. Motion carried 3-0. 2 abstention

Wendy Shumway moved to accept as correct the minutes of January 8, 2025. Cassie Sailsman seconded. Motion carried 3-0. 2 abstention

Kristin Bratton moved to accept as correct the minutes of January 16, 2025. Wendy Shumway seconded. Motion carried 4-0. 1 abstention

LIBRARY DIRECTOR'S REPORT:

FINANCIAL

- FY 24/25 Expenditures from tax appropriations is 57.21% of budget. We're at 61.64% through the fiscal year.

NEW LIGHTING

- All new lighting has been installed throughout the library. We now have all light fixtures working.

ZON EASTES WINDHAM-1 MEET UP

- Happened Saturday, January 18, 2025; Saturday, February 8 in the lobby from 10am to 12 noon. Both were well attended.

PUZZLE TOURNAMENT

- Puzzle Tournament is Saturday, February 22, 10am to 12pm. We have 5 teams signed up.

SUMMER READING PROGRAMMING GRANT

- VT LIB realized libraries were unable to get a Certificate of Insurance so the deadline was extended to February 10. I emailed the Treasurer 3 times and to date still do not have a Certificate of Insurance from her. I got a phone number to call at VLCT from the Town Administrator and was able to have a Certificate of Insurance within 15 minutes. The grant was then submitted on February 4.

WINDOWS 10

- Support will be discontinued 10/25/2025. The office and circulation desk computers Have already updated and are running Windows 11. The 2 public computers and the Catalogue computer are too old to update and will need to be replaced. Vermouth Computers is going to look for used computer for us. They will possibly have some that are only 1-2 years old.

CODE OF ETHICS TRAINING

- As elected officials, the Trustees will fall under the new law requiring Code of Ethics Training to be completed by September 30, 2025. The Town Administrator is working on getting this set up and the Trustees will be able to do what the rest of the Town is doing.

VINS LIBRARY MEMBERSHIP (Vermont Institute of Natural Science)

- For \$175, a 1 year membership includes 1 membership card offering discounted admission for up to 4 individuals at a time, at \$5 per patron. For \$250, 2 membership cards with benefits as above is offered.
- **Julie Nevins moved to purchase the \$175 membership using the VFL gift fund. Wendy Shumway seconded. Motion carried 5-0.**

NEW BUSINESS:

Act 150- Creating a Collection Development Policy

- Trustees are to review the policy and review for next meeting if this policy is to be adopted

Preparation for Town Meeting

- Trustees updated script for budget, summary, explanation, addition of Trustee, and renewal of expiring Trustees

OLD BUSINESS:

Follow up on Correspondences with the Town Treasurer

- Julie Nevins will continue communications with the Town Treasurer.

Website Discussion

- **Julie Nevins moves to spend up to \$2,100 from the VFL gift fund for the website migration fees from Cyber Optic. Kristin Bratton seconded. Motion carried 4-0**

Wendy Shumway leaves meeting at 6:50 PM

Logo Contest Decision

- Announced a winner of the contest by blind vote.
- **Kristin Bratton moves to spend up to \$300 from the VFL gift fund for pens, stickers with the new logo for marketing. Julie Nevins seconded. Motion carries 4-0.**

EXECUTIVE SESSION:

Reviewing & Discussing Select Board Letter

Julie Nevins made a motion to enter into Executive Session with the Library Director per 1 V.S.A. §§313(3)(a)(3) for the appointment or employment or evaluation of a public officer or employee at 7:12 PM. Kristin Bratton seconded. Carried 4-0.

The Trustees and Library Directed left Executive Session at 7:25. No decisions were made during Executive Session.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, March 12, 2025 at 5:45 p.m in person at the library and electronically on the Zoom virtual meeting platform.

Library Board of Trustees is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees Meeting

Time: February 12th, 2025 05:45 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/86266239642?pwd=nyKmRw0S8XbvzAdJkfjSXHvto2Xaww.1>

Meeting ID: 862 6623 9642

Passcode: Library

Find your local number: <https://us02web.zoom.us/j/kc8gisurH6>

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 Kristin Bratton to adjourn the meeting at 7:26 p.m. Seconded by Julie Nevins. Carried 4-0.

Respectfully submitted,
Nikki Deyo, Secretary