

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
January 8, 2020**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair
Kristen Dietrich, Recording Secretary
Elaine Dietrich

OTHERS PRESENT:

Jean Carr, Library Director

MEMBERS ABSENT:

Ian Hefe

GUESTS:

Deb Berryere
Kathy Korb

REGULAR MEETING:

Bronna Zlochiver called the meeting to order at 5:00 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting.

ADDITIONS/CORRECTIONS TO THE AGENDA:

- A motion was made by Joanne Leveille to add Bills & Warrants procedure; putting Library Assistant position on Town Payroll grid; and revised Town Travel/Reimbursement Policy to New Business. Seconded by Elaine Dietrich. Carried 4-0.

APPROVAL OF THE MINUTES:

- A motion was made by Kristen Dietrich to accept the minutes of the December 18, 2019, regular meeting as corrected. Seconded by Joanne Leveille. Carried 4-0.

CORRECTIONS to the December 18, 2019 Minutes

- Approval of the November 13, 2019 Minutes should come before Corrections to the November 13, 2019 Minutes.

STRATEGIC PLANNING:

- Continuing the Harwood Community Conversations process facilitated by Deb Berryere.

LIBRARY DIRECTOR'S REPORT:

- Budget: Expenditures are at 51.95%. We're at 52% of the fiscal year.
- Annual Appeal: received \$3965, pledged \$1000. Expenses: printing letter \$231.60, envelopes & labels \$73.67, remittance envelopes \$214.31, postage-15 coils of stamps \$825, total \$1344.58.
- Little Library Workshop will be January 25, 2020, from 10 AM to 2 PM.

OLD BUSINESS:

- Library Articles for the 2020 Town Meeting have been submitted to the Town Administrator.

NEW BUSINESS:

- Library Director Job Description will be discussed at a future meeting.
- Strategic Planning will be discussed at a future meeting.
- Town Travel/Reimbursement Policy will be discussed at the March 11, 2020, meeting.
- **A motion was made by Joanne Leveille to create a Clerk of the Library Trustees to regularly review and sign off on expenditures.** Seconded by Kristen Dietrich. Carried 4-0.
- **A motion was made by Elaine Dietrich to nominate Joanne Leveille to be the Library Trustees' Clerk.** Seconded by Kristen Dietrich. Carried 4-0.
- **A motion was made by Joanne Leveille to put the Library Assistant position on the Town Payroll Grid at Step 1.** Seconded by Kristen Dietrich. Carried 4-0.

ANNOUNCEMENTS/INFORMATION

- Trustees' next regular meeting will be Wednesday, February 12, 2020, at 5 pm.
Remaining 2020 Coffees with Sara Coffey: February 1, 10-11 am; April 4, 10-11 am; May 3, 10-11 am.

MEETING ADJOURNED AT 6:30 PM.

Respectfully Submitted by

Kristen Dietrich, Recording Secretary