

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
January 8, 2025**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Wendy Shumway

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Nikki Deyo, Secretary
Kristin Bratton, Clerk

REGULAR 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:

No additions or corrections.

APPROVAL OF MINUTES:

- No quorum for approval. Tabled until next regular meeting.

LIBRARY DIRECTOR'S REPORT:

FINANCIAL

- FY 24/25 Expenditures from tax appropriations is 48.82% of budget. We're at 53.33% though the fiscal year.

DONATIONS

- The library has received \$1850 in donations.

GIVING TREE

- We had a very successful Giving Tree this year with 86 tags on the tree! We had our usual challenges. All the staff work diligently to make it a success.

PUZZLE TOURNAMENT

- We're planning to do another Puzzle Tournament on Saturday, February 22, 10am to 12pm.

ZON EASTES WINDHAM-1 MEET UP

- Will begin Saturday, January 18 in the lobby from 10am to 12 noon.

SUMMER READING PROGRAMMING GRANT

- I have not been able to apply for this because the Town Treasurer has not received a new/current Certificate of Insurance for the town's insurance. This is a requirement for the grant application.

ANNUAL PUBLIC LIBRARY REPORT

- The Library Director completed and submitted the report before the deadline.

NEW BUSINESS:

Gift Card

- **Julie Nevins made a motion to spend up to \$60 from the Gift Fund for a staff/volunteer appreciation gift.** Wendy Shumway seconded. Carried 3-0.

OLD BUSINESS:

Website Discussion

- Trustees reviewed a website proposal from CyberOptik; it looks promising, but we have some questions. The Library Director will follow-up on the proposal and report feedback at Feb meeting.

Annual Appeal Planning

- There was a mix-up with the printer, and the postcard order for the Annual Appeal did not go through. The printer apologized and offered a 50% discount on our order.
- Given the start of the new tax year, we will not send postcards now. Instead, we will re-double our fundraising efforts this year and send postcards at the usual time later in 2025.
- Despite the mix-up, we are grateful for donations from some very generous patrons and neighbors.
- We do not have any estimates for online donations or how and when these donations are deposited to the Gift Fund. We are awaiting this information from the Town Treasurer, who is the only person with access. In the future, we would like to find a way for this information to be automatically sent to the Library Director.

Logo Contest Decision

- Tabled until February 12, 2025 Regular Meeting.

Budget Update

- We received an estimate of insurance rates from the Town Treasurer for the next fiscal year: \$15,961.
- **Julie Nevins moved to approve the library budget for the 25/26 FY for a total of \$140,536 to reflect the updated insurance estimate.** Wendy Shumway seconded. Carried 3-0.

- The Trustees will inform the Town Administrator and Selectboard of these updates so the Article for Town Meeting is correct.

EXECUTIVE SESSION

No Executive Session needed.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, February 12, 2025 at 5:45 p.m. This will be a hybrid meeting.

A motion was made by Julie Nevins to adjourn the meeting at 7:22 p.m. Seconded by Wendy Shumway. Carried 3-0.

Respectfully submitted,
Julie Nevins, Vice-Chair