

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
July 13, 2022**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Kristin Bratton, Clerk
Julie Nevins, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Ian Hefele, Vice Chair

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:32.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

Agenda should have the date June 8, 2022, rather than May 11, 2022 under Approval of Minutes.

APPROVAL OF MINUTES

Kristin Bratton suggested clarification to change “KB” to “Kristin Bratton” under Old Business.

A motion was made by Kirstin Bratton to accept the minutes of the regular June 8, 2022 meeting as corrected. Seconded by Julie Nevins. Carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:** FY 21/22 appropriation was \$91,105. Actual expenses to date from that appropriation \$82,631.16 with more expenses to be paid from this appropriation.
 - The 22/23 fiscal year began on July 1, 2022. A few bills from FY21/22 are still being processed, and final numbers will be ready soon.
 - Note that these numbers include grant and gift fund expenditures in the expenditures total, but grant funds are not included in the budget.
- **LIBRARY VISITS:**
 - We've been getting busier which is great to see! There were about 100 more visits in June than May.
- **SUMMER READING PROGRAM:**
 - It is progressing nicely. We have 18 youths and 5 Young Adults signed up.
- **ARPA GRANTS:**
 - Grant #1: Report has been completed and sent to VTLIB.

- The furniture purchased with the funds is outside and looks great!
- Grant #2: Money (\$1161.06) was received on June 29 and will need to be spent by September 30.
- The tables and tents are for outdoor/mobile programming.

NEW BUSINESS

- Board of Trustees Vacancies
 - Ian Hefele will remain on a leave of absence, expected to return at the end of the summer.
 - Joanne Leveille resigned from the Board of Trustees on June 26, 2022. There is now an open position on the Board.

OLD BUSINESS

- Gift Fund Expenditure
 - Tax-exempt status has been approved with the vendor, and order for the blinds should be completed before the next Board of Trustees meeting. The funds were approved for expenditure during the June 8, 2022 BOT meeting.
- Library Survey Update
 - Library staff and volunteers provided suggestions for equipment or services/trainings that might improve or benefit the library. The Board will consider the ideas and prioritize planned expenditures during future meetings. Staff identified some training needs that are addressed in existing resources from the VT Department of Libraries.
 - The results will also inform questions for a survey for library patrons and other community members. Julie Nevins will draft the survey for discussion during the August 10, 2022 meeting.
- Create protocols for new Library Board of Trustees Emails
 - The Trustees began drafting a new set of protocols for the trustees email accounts, including protocols for shared documents (e.g., Google Docs). Cassie Sailsman will contact Tonya Ryals, Governance and Management Consultant with the VT Department of Libraries, to confirm the draft protocols comply with VT open meeting laws. The Trustees will review and confirm the protocols during the August 10, 2022 meeting.
 - Julie Nevins will contact Joshua Muse, Consultant in Library Technology with the VT Departments of Libraries to the Trustees and Friends listserv.

Executive Session if needed

A motion was made by Kristin Bratton pursuant to 1 V.S.A. §313(3)(a)(3), the Trustees will enter into Executive Session to discuss the Library Director Performance Review. Seconded by Julie Nevins. Motion carried 3-0.

- Trustees went into Executive Session at 7:09 p.m. and returned at 7:39 p.m. No decision was made during Executive Session.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, August 10, 2022 at 5:30 p.m. This will be a hybrid meeting.

ACCEPTED AS WRITTEN 8/10/2022

A motion was made by Julie Nevins to adjourn the meeting at 7:40 p.m. Seconded by Kristin Bratton. Carried 3-0.

Respectfully submitted,

Julie Nevins, Recording Secretary