

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
July 17, 2024**

**MEMBERS PRESENT:**

Cassie Sailsman, Chair  
Julie Nevins, Vice-Chair  
Kristin Bratton, Clerk

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

Nikki Deyo, Secretary

**REGULAR MEETING**

Cassie Sailsman called the meeting to order at 5:51 pm.

**CHAIR'S REMARKS:**

The Chair is looking into technical issues related to sharing the final version of the agenda, to be resolved before the August meeting.

**OPEN MEETING—PUBLIC COMMENTS:**

No members of the public present.

**AGENDA ADDITIONS/CORRECTIONS:**

No additions or corrections.

**APPROVAL OF MINUTES:**

- **Julie Nevins made a motion to 1) clarify the motion regarding the gift fund expenditure to: “Kristin Bratton made a motion to spend up to \$225 out of the VFL gift fund. Seconded by Julie Nevins. Motion carried 3-0.” 2) change “marker” to “market” under the Raffle Planning heading. Kristin Bratton seconded. Carried 3-0.**
- **Julie Nevins moved to approve the minutes of the June 12, 2024 regular meeting as corrected. Kristin Bratton seconded. Carried 3-0.**

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:** Final numbers for FY 23/24 not yet available. A few more bills need to be paid.
- **SUMMER READING PROGRAM:** Adventure Begins at Your Library
  - 23 juveniles & 10 teens signed up
  - We've been very busy. The children seem to be enjoying the crafts & activities.
  - Excellent to have a Children's Librarian to help facilitate!

- **INTERNET UPDATE:** We're on FirstLight now. Had a couple of glitches but everything seems to be working well.
- **RENEWED** our contract with GMLC for VOKAL & ASPEN for \$997.77. That's \$9.52 more than last year. It's based on the size of collection.
- **NOFA** (Northeast Farmer's Association) event at the Miller Farm
  - We were invited to have a table at their farm tour event. We set up a table with coloring pages, crayons and other library promotional materials. We were able to connect with many in our community.
- **BOOK MAKING WORKSHOP:**
  - Jessie Casella of JMCasella Designs will be doing a Book Making Workshop on Saturday, July 27 at 10 am. It's appropriate for ages 5 and up.

## **NEW BUSINESS**

- **General Operations Update Regarding S.220, 22 VSA 172**
  - In attempting to update the general operations document to reflect recent legislation updating the age of confidentiality from 16 to 12, the trustees require clarification from VT Department of Libraries (VTLIB) to ensure we are meeting all laws and regulations:
    - In VT, individuals younger than 18 years cannot sign contracts. Does this include the agreements in the VFL general operations for new patrons? What if a child 12-17 years asks for a library card and does not have an adult account to link to for book reimbursement?
    - Our registration requirements include a Photo ID and proof of current address—how do we do achieve this for 12 year olds?
  - Julie Nevins will contact VTLIB legal experts about questions. If needed, we will update the General Pperations after receiving their responses.
- **Updates to Open Meeting Law (Act 133)**
  - Effective January 1, 2025: As a non-advisory body, Trustee meetings must be held as hybrid meetings, and electronic meeting recordings must be available for at least 30 days after the approved minutes are posted.
  - Trustees and the library director will test our current procedures and equipment to ensure:
    - the meeting recordings have sufficient volume/clarity
    - sufficient storage space on the library website.
  - Effective January 1, 2025: Trustees will be required to take ethics trainings every 3 years.
  - The trustees will adhere to this requirement and await further details from VTLIB.

## **OLD BUSINESS**

- **Community Market**
  - Due to weather, we were unable to have a table at the 2 June markets as previously planned.
  - We will attend the August 1 and 15 markets to give a strong finish to our Summer Raffle.
- **Raffle Planning Check-In**
  - The trustees will host another raffle and will table during the September 5 and 19

Community Markets, as well as at the upcoming Fall Festival at the Governor Hunt House. The drawing will occur after/during the festival.

- **Logo Contest**

- Given the relatively low participation thus far and the fact that we have been unable as yet to promote the contest during a Community Market, we will now select on the new logo during the October regular meeting.

## **EXECUTIVE SESSION**

**A motion was made by Julie Nevins pursuant to 1 V.S.A. §313(3)(a)(3): the trustees will enter into Executive Session to discuss appointment or employment or evaluation of a public officer or employee.** Seconded by Kristin Bratton. Motion carried 3-0.

The trustees entered into Executive Session at 7:36 and returned at 8:45. 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, August 14, 2024 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Julie Nevins to adjourn the meeting at 8:46 p.m.** Seconded by Kristin Bratton. Carried 3-0.

Respectfully submitted,  
Julie Nevins, Vice-Chair