

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
July 17, 2025**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Nicole Deyo, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Kristin Bratton, Clerk
Wendy Shumway

SPECIAL MEETING

Cassie Sailsman called the meeting to order at 5:49 pm.

CHAIR'S REMARKS:

OPEN MEETING—PUBLIC COMMENTS:

No comments from the public.

AGENDA ADDITIONS/CORRECTIONS:

APPROVAL OF MINUTES:

Julie Nevins moved to accept as correct the minutes of June 12, 2025. Nicole Deyo seconded. Motion carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL**
FY 24/25 Expenditures from tax appropriations is 94.57% of budget. We're at 100% through the fiscal year. The fiscal year has not been closed yet and there will still be some bills to be paid.
- **COMPUTER REPLACEMENT**
2 computers have been replaced with new ones. We've been unable to get Microsoft Licenses through Tech Soup so we purchased 2 so far. We'll need 3 more for the rest of the computers. Our computer person & Josh Muse (VT LIB) have not been successful with Tech Soup.
 - Julie to make a few calls and emails to discuss our options and find some solutions
- **SUMMER READING PROGRAM** – "Color Our World" 21 Juvenile & 7 Young Adults have signed up.

- **WEBSITE UPDATE**

New website preview link was sent to all trustees. I've reviewed the website and have made notes on things that need to be changed. Are there any changes the trustees would like to see?

- Julie and Nikki reviewed it some time ago and were good with its presentation and usability.

- **TRUSTEE RAFFLE**

Sold \$73 in tickets

- Tote Bag was a miscommunication and we are offering a gift card to the winner
- History package winner was notified
- Gift Card winner was notified and picked up
- Journal winner will be notified once the journal arrives

- **STATE LIBRARIAN VISIT**

All trustees were emailed that Catherine Delneo, VT State Librarian, will be visiting Libraries in this corner of the state. She will be coming here Tuesday, August 12th around 11 am until noon.

- Trustees plan to attend- Cassie, Julie, and Nikki

- **RHYME TIME**

There have been no attendants for over 2 months so we are suspending it at this time.

- **NEW ASSISTANT**

Danielle Walker has been hired as a part time Library Assistant. She will work Saturday mornings and fill in as needed.

- **VACATION**

I will be taking vacation from September 10 to 13.

- Trustees to determine when to meet for the month of September and also to discuss when to move the meeting to another day of the week due to scheduling conflicts.
- Trustees need to sign warrants before Jean's vacation starts. Cassie will send a reminder once the warrants are ready.

NEW BUSINESS:

- Trustee Orientation on Library Budget with Treasurer
 - Hiring a Financial Director is still in work
 - First step would be to meet the new person and the treasurer to level set on all things library and also the understanding of the relationship/separation between the Library and the Select Board

OLD BUSINESS:

- Strategic Planning
 - Tabled until next meeting

- Raffle Update
 - Communication preferences to be shared due to lack of response from a needed answer regarding the raffle
 - Cassie- Cell Phone/text, Email
 - Julie - Cell Phone/text, Email
 - Nikki - Cell Phone/text, Email
 - Jean - Work Email, Work Landline

EXECUTIVE SESSION:

Nikki Deyo moved to enter into executive session to discuss the evaluation of a public officer or employee pursuant to Title 1, Section 313(a)(3), of the Vermont Statutes with the Library Director. Julie Nevins seconded. Carried 3-0.

The Trustees entered into executive session at 6:53 PM.

The Library Director left the Executive Session at 7:00 PM. No decisions were made.

The Trustees left the Executive Session at 7:38 PM. No decisions were made during the Executive Session.

ANNOUNCEMENTS/INFORMATION:

Trustees' next regular meeting will be Thursday, August 14th, 2025 at 5:45pm 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: August 14th, 2025 at 5:45 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/u/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 Julie Nevins to adjourn the meeting at 7:40 p.m. Seconded by Nikki Deyo. Carried 3-0.

Respectfully submitted,
Nikki Deyo, Secretary