

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
June 9, 2026**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Kristin Bratton, Clerk
Nikki Deyo, Secretary
Erin Harris, Member

STAFF:

Gail Zachariah, Library Director

GUESTS:

Kathy Walker, Vernon Town Treasurer
June Turner, Asst. Treasurer

MEMBERS ABSENT:

REGULAR MEETING

Cassie Sailsman called the meeting to order at 6:01 p.m.

CHAIR'S REMARKS:

Welcomed everyone to the meeting

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

Nikki Deyo moved to add First Lego League to the agenda. Erin seconded. The motion carried 5-0

APPROVAL OF MINUTES:

Julie Nevins moved to accept the minutes of June 11, 2026 as written. Erin Harris seconded. The motion carried 4-0. 1 Abstention

LIBRARY DIRECTOR'S REPORT:

Since beginning as Director, I have focused on becoming familiar with library operations, reviewing existing procedures, and identifying opportunities to improve efficiency, financial reporting, and patron services. The following summarizes work completed and projects currently underway. Additional updates on Summer Reading, monthly statistics, and year-end finances will be provided verbally at the meeting.

VACATION AND ILLNESS

Last week one staff member was out sick, requiring me to spend additional time staffing the circulation desk. I enjoy working directly with patrons, and library operations continued without interruption.

I will be taking a short vacation from 9/23-9/29.

COMPUTER MAINTENANCE and UPGRADES

Vermouth Computers updated our backup procedures and began transitioning the director workstation to the new administrative profile.

I purchased a Chromebook with Wi-Fi and another Wi-Fi hotspot through TechSoup. We can use these for outreach activities, in the library when the Internet is down, and eventually I hope to check them out to patrons. TechSoup is a global nonprofit that helps other nonprofits, charities, and public libraries access discounted or donated technology.

WEBSITE UPDATE

We have had our new website design for approximately a year. CyberOptik also discussed accessibility improvements to help prepare the library for ADA Title II website compliance requirements, which take effect for libraries our size in April 2028. One suggested enhancement would convert many PDF documents into accessible HTML pages. The quoted cost for this review is \$880. I am not requesting action at this time but wanted the Board to be aware of this future need.

PAYPAL

I have prepared a separate memo requesting authorization to establish a PayPal Business Account. If approved, it would allow us to receive online payments and sell withdrawn materials to online book vendors while providing better financial reporting.

BOOKSALES

While researching Vermont sales tax requirements, I discovered that our ongoing book sale may not comply with current state regulations. I am reviewing several possible approaches that would preserve fundraising while ensuring compliance. I will bring recommendations to the Board once I have completed my research.

FUTURE CAPITAL AND EQUIPMENT NEEDS

- I've discovered that the library could use some more shelving in the Kids' section. The picture books are particularly tight. I've weeded this area and it is still packed full so that it is hard to shelve or browse the bins.
- It has been pointed out to me that we are in need of a replacement outdoor book drop. Our current book drop has rusted out.
- I would also like to offer wireless printing so that patrons can print from devices and phones. Our current printer/copier was originally leased, and we own it now. We could lease a new model to offer wireless printing.

I am not suggesting that we need all these things immediately, but I wanted to begin a discussion. I can provide more details about pricing at our meeting.

LOOKING AHEAD

- Continue improving the children's area and public spaces.
- Launch a regular staff evaluation process.
- Introduce fall programming for adults and families.
- Complete the first review of library policies and procedures.

NEW BUSINESS

Potential Library Purchases

Nonpartisan Voter Information Table

At town picnic to have a table to have information on voter information for nonpartisan voting. Cassie to man the table

PayPal Account

Trustees will continue to understand the library's digitized needs and options for an easier transition for the Treasurers to absorb balancing the books as well as what is beneficial to the Library

Cassie Sailsman left the meeting at 7:01 p.m.

First Lego League

Discussed starting a league in the Fall for ages 9-16 Challenge. Challenge releases August 4th and will discuss more at the next meeting in August.

OLD BUSINESS

Booth at the Vernon Summer Festival -July 18th

Sticky note for community feedback on what they want to see at the Library

Activity: Button making, printing pictures out, games

Needs candy and prizes

Kristin Bratton moves to spend up to \$200 from the Gift Fund for purchase of candy and prizes. Erin Harris seconded. Carried 4-0

Begin Review of General Operating Procedures(Policies, By Laws, Mission Statement & Vision

We will schedule a special meeting dedicated to this action.

EXECUTIVE SESSION

Nikki Deyo moved to enter into executive session to discuss the appointment or employment or evaluation of a public officer or employee to include the Library Director. 1 V.S.A. 313 (3)(a)(3). Julie Nevins seconded. Carried 4-0.

The Trustees entered into executive session at 7:41 p.m.

The Trustees left the Executive Session at 7:52 p.m. No decisions were made during the Executive Session.

Erin Harris moves to spend up to \$750 from the Gift Fund to cover any additional expenses for cake, card, food for what may not be covered by contributions made by invited attendees for the previous director's retirement dinner. Julie Nevins seconded. Carries 4-0

ANNOUNCEMENTS/INFORMATION:

Approved 8/13/26

The next regular meeting of the Vernon Free Library Board of Trustees will be held Thursday, August 13, 2026 at 6:00 p.m. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 7:53 p.m. Seconded by Erin Harris. Carried 4-0.

Respectfully submitted,

Nikki Deyo, Secretary