

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
June 12, 2025**

**MEMBERS PRESENT:**

Cassie Sailsman, Chair  
Julie Nevins, Vice-Chair  
Kristin Bratton, Clerk  
Nicole Deyo, Secretary  
Wendy Shumway via Zoom

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

**SPECIAL MEETING**

Cassie Sailsman called the meeting to order at 5:51 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 April 10, 2025. Kristin Bratton seconded. Motion carried 5-0.

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL**  
FY 24/25 Expenditures from tax appropriations is 90.63% of budget. We're at 95.07% through the fiscal year.
- **VERNON COMMUNITY MARKET**  
Scheduled for Thursday, June 19 (Juneteenth) and Wednesday, September 3 – 4 to 8:30pm
- **OUTREACH**  
I coordinated with the Vernon Preschool for them to visit the library. They walked to the library, listened to a story, and picked out books. Those with library cards checked out books. The others were given library card registration forms to take home.
- **COMPUTER REPLACEMENT**  
I'm in the process of getting 2 computers ordered along with 5 Office 2024 Licenses.

- **SUMMER READING PROGRAM – “Color Our World”**  
Program to start Saturday, June 28 and end Saturday, August 2. A flyer was sent home with every student at Vernon Elementary & Vernon Preschool.
- **WEBSITE UPDATE**  
I had a “kick-off” meeting and sent the information they requested. We’re supposed to have a demo version ready for review the week of June 22. The second payment for the new website has been made.
- **TRUSTEE BOOKSALE**  
The book sale ran for about 2 weeks in the lobby and made \$151.
- **TRUSTEE RAFFLE**  
To date we have sold \$31 in tickets.

**NEW BUSINESS:**

- Discuss the Purchase of Library Checks and Coordination with the Treasurer’s Office
  - Most libraries have their own checks but we do not. The library will get the amount the town voted for. The treasurer will draw from that amount.
  - There will be actual checks that go with that account. We do not need to purchase checks. They will pay the library bills once a month.
  - The bills will sit until the Tuesday before our monthly meeting with a warrant for trustees to sign.
  - The billing due date of the credit card may need to be changed so that the date for payment aligns closer to our meeting schedule.
- Begin Library Director Performance Review

**OLD BUSINESS:**

- Book Sale
  - We made \$151
  - Considering a Fall sale for remaining Holiday books
  - Positive feedback for the number of youth and juvenile books for purchase
- Review & Sign General Operating Procedures (Policies, By Laws, Mission Statement & Vision)
  - Adding the form “Request for Reconsideration of Material” to the end of the section and as its own page.

**Kristin Bratton moved to accept the General Operating Procedures and adding the “Request for Consideration of Material” form. Julie Nevins seconded. Motion carried 5-0.**

- Strategic Planning
  - Received two responses for the value assessment. Need more feedback from trustees and to discuss further in the July meeting.

- Need to get access and review the document/survey from the Government Hunt House
- Community Market-Raffle
  - June 19th, 4-8:30 PM
    - Cassie Set-up
    - Julie and Kristin floating
    - Nikki at 4
  - Using the remaining raffle items to raffle and draw at the end of the Community Market night
  - Will push to Facebook for trustees to share
  - Summer Reading Program Flyer to be advertised
  - Stickers
  - Pens (to be ordered for more colors- pink, cyan, and violet)
  - Juneteenth books to be on display as well as coloring pages and crayons

**Julie Nevins moved to spend up to \$275 from the gift fund to purchase marketing materials. Nikki Deyo seconded. Motion carried 5-0.**

#### **EXECUTIVE SESSION:**

**Julie Nevin 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.** Kristin Bratton seconded. Carried 5-0.

The Trustees entered into executive session at 6:46 PM.

The Trustees left the Executive Session at 6:56 PM. No decisions were made during the Executive Session.

#### **ANNOUNCEMENTS/INFORMATION:**

Trustees' next regular meeting will be Thursday, July 10th, 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: July 10th, 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 Kristin Bratton to adjourn the meeting at 6:57 p.m.** Seconded by Julie Nevins. Carried 5-0.

Respectfully submitted,  
Nikki Deyo, Secretary