

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
June 8, 2022**

MEMBERS PRESENT:

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

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Ian Hefelee, Vice Chair

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:36.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

No additions/corrections.

APPROVAL OF MINUTES

A motion was made by Kirstin Bratton to accept the minutes of the regular May 11, 2022 meeting as written. Seconded by Joanne Leveille. Carried 4-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:** FY 21/22 expenditures are at 90.95% of the budget at 93.7% of the fiscal year
 - Note that these numbers include grant expenditures in the expenditures total, but grant funds are not included in the budget total. However, as there are only a few more weeks of the fiscal year, this is not a problem.
- **BOOK SALE PROCEEDS:** \$249
- **ARPA GRANT Round 1:**
 - The polywood furniture (table with chairs, Adirondack chair with side table) paid for by the grant was delivered on Monday. Will need to be assembled.
- **ARPA Grant Round 2:**
 - The grant application is complete. We will receive the funding but are waiting for disbursement (maybe end of June). Expenditures cannot be made until the state has disbursed the funds.

- SUMMER READING PROGRAM:
 - The Summer Reading Grant has been received (\$300).
 - Program will begin Saturday, 6/25/2022, run for 6 weeks, and end Saturday, 8/6/2022.
 - All Vernon Elementary School students will receive a flyer to bring home.
- SURVEY/STRATEGIC PLANNING:
 - Many Trustee boards around the state are going to tackle updating their Strategic Plan.
 - VTLIB will be doing a webinar soon to discuss this process. In the meantime, there is information and Strategic Plans done by other libraries on the VTLIB website.
- BOOK ORDER
 - The most recent book order has taken 1 month to arrive, when it usually requires 2 weeks to arrive. It's expected to be delivered 6/9/22.

NEW BUSINESS

- The trustees discussed the recent Book & Bake Sale
 - Trustees will help the Library Director take the boxes of books to be delivered to a used bookstore in Greenfield, MA.
 - In the future, additional coordination is needed to plan all steps of the fundraiser, from set-up to break-down. Julie Nevins will draft a checklist for the Trustees to use during the next sale.
 - The Trustees will host another Book Sale (without a Bake Sale) during the fall Town Yard Sale, which will likely occur in mid-September. Trustees will plan the sale during the August 10, 2022 regular meeting (including scheduling request for Select Board approval to use the lobby) and sign-up for tasks during the September 14, 2022 meeting.
- The Trustees agreed to set-up emails for each board member.
 - **A motion was made Julie Nevins that the Trustees set-up e-mail accounts to be associated with with Trustee position for the purposes of appropriately storing Trustee-affiliated documents and communications.** Joanne Leveille seconded the motion. Carried 4-0.
 - This will ensure that all members have access to Trustee documents (in Google Docs) and have a place to keep all e-mails (which by law should not be deleted.) When a Trustee leaves the Board, they will pass on the account to the incoming Trustee. The Library Director will also have access to Trustee documents.
 - Kristin Bratton will send the Trustees individual e-mail information after the meeting.
 - To ensure e-mail accounts are used in accordance with VT laws and regulations, the Trustees will develop a shared guidance document, to be reviewed during the July 13, 2022 regular meeting.

OLD BUSINESS

- The Trustees approved the Review General Operating Procedures and By-Laws
 - **Kristin Bratton made a motion to formally approve the Vernon Free Library By-Laws and General Operating Procedures with no changes.** Seconded by Julie Nevins. Carried 4-0.
- Gift Fund Expenditure—**Kristin Bratton moved to approve purchase of new blinds for the library.** Seconded by Joanne Leveille. Carried 4-0.

- This includes 13 sets of vertical fabric blinds to replace all existing blinds in the library for a total cost (after accounting for sales) of approximately \$2000 (depending on sales at the time of purchase).
- Library Survey Update
 - The Trustees finalized questions for the survey for library staff and volunteers to provide suggestions for equipment or services/trainings that might improve or benefit the library. The results will also inform questions for a future survey for library patrons and other community members. The surveys will be available for staff and volunteers beginning June 11 and are due June 30th. Julie Nevins will compile the results before the July 13, 2022 meeting.

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 4-0.

- Trustees went into Executive Session at 7:04 p.m. and returned at 8:02 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, July 13, 2022 at 5:30 p.m. This will be a hybrid meeting.

A motion was made by Julie Nevins to adjourn the meeting at 8:02 p.m. Seconded by Kristin Bratton. Carried 4-0.

Respectfully submitted,

Julie Nevins, Recording Secretary