

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

MEMBERS PRESENT:

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

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Kristin Bratton, Clerk

SPECIAL MEETING

Cassie Sailsman called the meeting to order at 5:48 pm.

CHAIR'S REMARKS:

Free Continuing Education Events for March 2025 - Thursday, March 13 (3 -6 pm) AI and Libraries: Literacy, Ethics, and Responsible Use (Library 2.0)

OPEN MEETING—PUBLIC COMMENTS:

No comments from the public.

AGENDA ADDITIONS/CORRECTIONS:

Additions to agenda: **Julie Nevins moved to add an update to the Treasurer's report to the agenda. Nikki Deyo seconded. Motion carried 4-0.**

APPROVAL OF MINUTES:

Julie Nevins moved to accept as correct the minutes of February 12, 2025. Cassie Sailsman seconded. Motion carried 4-0. 1 abstention

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL**
FY 24/25 Expenditures from tax appropriations is 65.47% of budget. We're at 69.32% through the fiscal year.
- **CODE OF ETHICS TRAINING**
As elected officials, the Trustees will fall under the new law requiring Code of Ethics Training to be completed by September 30, 2025. The Town Administrator emailed the Board the information and links for training.
- **VINS LIBRARY PASS (Vermont Institute of Natural Science)**
It's here and ready to circulate.

- TONIE BOX & TONIES are circulating. The box has not gone out yet but some of the Tonies have been checked out.
- TOWN WIDE YARD SALE
Organized by Friends of Vernon Center and will be Saturday, May 10 from 8am to 3pm.
- VERNON COMMUNITY MARKET
It's being organized and will probably be just 2 times this year. Possibly happening in July & September.
- RAFFLE ITEMS
We still have items that were donated last year for raffles.

NEW BUSINESS:

- Reorganize Board (Set Meeting Times & Dates)
 - 2nd Thursday starting April 2025 at 5:45 PM
 - **Julie Nevins moves to nominate Cassie Sailsman to Chair. Wendy Shumway seconded. 4-0. 1 abstention**
 - **Cassie Sailsman moves to nominate Julie Nevins to Vice Chair. Wendy Shumway seconded. 4-0. 1 abstention**
 - **Julie Nevins moves to nominate Kristin Bratton to Clerk. Nikki Deyo seconded. 4-0. 1 abstention**
 - **Julie Nevins moves to nominate Nikki Deyo to Secretary. Cassie Sailsman seconded. 4-0. 1 abstention**
- Trustee Orientation
 - Wendy's email set up in work
- Ethics Training
 - Due September 30, 2025
- Update Survey
 - Will review questions that have previously been used to determine what questions to put on the survey.
 - Interested in collaborating with Governor Hunt House and their active survey. Jean will reach out to the person who is compiling those survey results.
- Begin Review of General Operating Procedures (Policies, By Laws, Mission Statement & Vision) and Strategic Plan
 - Review at next month's meeting

OLD BUSINESS:

- Act 150- Creating a Collection Development Policy
 - Consider changing all of our policies to all say "library user" and remove patron
- Website Discussion
 - Awaiting invoice to pay 50% and the next phase will begin

- Town Treasurer

EXECUTIVE SESSION:

ANNOUNCEMENTS/INFORMATION:

Trustees' next regular meeting will be Thursday April 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: April 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 Julie Nevins to adjourn the meeting at 7:41 p.m. Seconded by Nikki Deyo. Carried 4-0.

Respectfully submitted,
Nikki Deyo, Secretary