

**Vernon Free Library Board of Trustees  
Special Meeting Minutes  
March 23, 2026**

**MEMBERS PRESENT:**

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

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

**REGULAR MEETING**

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

**CHAIR'S REMARKS**

**OPEN PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

**AGENDA ADDITIONS/CORRECTIONS**

**OLD BUSINESS**

**Grant Information**

Discussed using HVAC not mini-splits for the most efficient and ability to tap into existing duct systems. No quote yet.

Portland Glass quote does not include automatic door opener

There has to be a formal bidding process after the grant has been approved

Selectboard approved and one more signature is needed to move forward.

A letter from the Library Board of Trustees is needed to give authority to apply for the grant.

Application needs to be signed by all authorized contacts

**Julie Nevins moved to write a letter on behalf of the Library Trustees to apply to the HUD Grant and grant the Library Director authority as primary contact. Cassie Sailsman seconded. Carried 5-0**

**Job Posting**

Discussed where to post the position

APPROVED 4/8/26

- American Library Association, Vermont Library Association, New England Library Association, New York Library Association, LinkedIn, MA, and Trustees to get on the Listserv
- Discussed finding out if there are any costs associated with posting to any of these forums. If there is a fee - hold posting until the next meeting
- Discussed making sure we communicate with one another via text or email when and where we post so there are no duplicates

Shortening the job summary for posting and then linking it to the full description for Facebook but posting the entire description everywhere else

- Start with cutting Core Competency and Working Conditions
- If more needs to be cut, then cut Preferred Qualifications

Attaching to an email the entire document to candidates that are interested  
Add logo to a PDF version

Jean is willing to be part of the interview process

Trustees to have trustee related questions ready by March 30th to discuss with Dummerston Library who recently hired a new director. Email questions to Cassie

Trustees agree to have special meeting to discuss interview questions

### **EXECUTIVE SESSION**

**Nikki Deyo moved to enter into executive session to discuss the appointment or employment or evaluation of a public officer or employee with the Library Director. 1 V.S.A. 313 (3)(a)(3).** Julie Nevins seconded. Carried 5-0.

The Trustees entered into executive session at 7:17 PM.

The Library Director left the Executive Session at 7:24 PM.

The Trustees left the Executive Session at 7:30 PM. No decisions were made during the Executive Session.

### **ANNOUNCEMENTS/INFORMATION:**

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, April 8, 2026 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Julie Nevins to adjourn the meeting at 7:30 p.m.** Seconded by Kristin Bratton. Carried 5-0.

Respectfully submitted,

Nikki Deyo, Secretary