

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
May 13, 2020**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair/Clerk
Kristen Dietrich, Recording Secretary
Ian Hefelee (joined at 4:38 PM)
Elaine Dietrich

STAFF: Jean Carr, Library Director

ABSENT:

None

GUESTS:

Lara Keenan, VTLIB Consultant

REGULAR MEETING:

The meeting was held electronically via Zoom.com. Bronna Zlochiver called the meeting to order at 4:30 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting and requested Trustees complete the VOSHA COVID-19 Health and Safety Training.

APPROVAL OF THE MINUTES:

- **A motion was made by Elaine Dietrich to accept the minutes of the April 8, 2020, regular meeting as corrected**, Seconded by Joanne Leveille. Carried 4-0 (Ian Hefelee absent).

CORRECTIONS to the April 8, 2020, Minutes

- The minutes of the April 8, 2020, Regular Meeting of the Vernon Free Library Board of Trustee were corrected to include that **the meeting was held electronically via Zoom.com**.

TRUSTEES ORIENTATION

- Lara Keenan, VTLIB Consultant, reviewed the responsibilities of Library Trustees, Open Meeting Law, reopening libraries during COVID-19, grants, and community needs assessment and outreach.

LIBRARY DIRECTOR'S REPORT:

FINANCIAL:

- Expenditures are at 78.17% as of 4/28/2020 at 82.79% of the fiscal year.
- Book expenditure is down but Jean Carr has started to order again.

CURBSIDE SERVICE:

- Procedures were sent to Trustees. Information will be posted to the Library website & Facebook page and Vernon Facebook page if/when the Trustees approve of this service.
- Staff are screened for signs of illness before each shift.
- Jean Carr continues to do webinars and reading, especially on COVID-19 topics. Next step is reopening the Library. She has been assessing what furniture needs to be re-arranged or removed to maintain social distancing.
- Jean Carr has completed culling the adult fiction collection.
- Jean Carr has been purchasing supplies the Library will need. These include disinfectant, paper bags, and alcohol wipes (for the thermometer). On order is hand sanitizer and a thermometer.
- In co-ordination with the other offices in the Town Office Building, Jean Carr obtained sneeze shields for the circulation desk.

OLD BUSINESS

- Jean Carr, Library Director, updated the Trustees on the 2020 Summer Reading Program and how it is being impacted by the COVID-19 pandemic.

NEW BUSINESS

- **A motion was made by Elaine Dietrich to approve the General Operations as written.** Seconded by Joanne Leveille. Carried 5-0
- Bronna Zlochiver reviewed the Library Director's Annual Performance Review process with the Trustees.
- Library-Rec Department are doing a joint fundraiser selling t-shirts. \$10 is raised for each t-shirt sold.
- **A motion was made by Ian Hefele to approve the Vernon Free Library offering curbside only pick-up services beginning Tuesday, May 19, 2020.** Seconded by Joanne Leveille. Carried 5-0.

HOURS FOR CURBSIDE PICKUP:

- **Tuesday and Thursday from 1 pm to 6 pm**
- Holds must be received by 3 pm on the day before to pickup.
- Materials will be in a paper bag labeled with patron's name and located on a cart outside on the Governor Hunt Road side of the Town Office Building.
- *When picking up items, support social distancing and please only ONE person at a time at the cart.*

PLACE YOUR ITEMS ON HOLD

- Search for items through the Library catalog on the Library website and “Place Hold”.
- Email your request to vernonfreelibrary@comcast.net
- Call the library at 802-257-0150 and leave a message with your name, phone number, and items you would like.
- You will be notified when your items are ready for pickup.

RETURNS

- Items may be placed in the Library RETURN BOX on the Governor Hunt Road side of the Town Office Building.
- Returned items will be cleaned and quarantined for 72 hours before they are available for circulation.

ANNOUNCEMENTS/INFORMATION

- Trustees’ next regular meeting will be Wednesday, June 10, 2020, at 4:30 pm. The meeting will be held electronically via Zoom.com.
- During this time, it is important to stay in touch safely, so Sara Coffey, state representative for Vernon and Guilford, will be hosting her Coffees with Coffey on Zoom on the first and third Sundays of each month from 3-4 pm, starting April 19. For more information, contact Sara at saracoffeyvt@gmail.com.

ZOOM LOG IN INFORMATION

Vernon Free Library Trustees Regular Monthly Meeting

To join this Zoom meeting from a computer, laptop, or tablet, click on this link:

<https://us02web.zoom.us/j/81498183627?pwd=RzBoUHhYYk5NYnpBS2ZsYkc2R1NqQT09>

To join this Zoom meeting by phone, dial +1 301 715 8592 US (East Coast);

Meeting ID: 814 9818 3627

Meeting Password: 664454

MEETING ADJOURNED AT 6:31 pm.

Respectfully Submitted by

Kristen Dietrich, Recording Secretary