

Drafted 11/12/25

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

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Nikki Deyo, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Kristin Bratton, Clerk

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:52 pm.

CHAIR'S REMARKS:

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

APPROVAL OF MINUTES:

Julie Nevins moved to accept the minutes of the October 8, 2025 regular meeting as written. Nikki Deyo seconded. The motion carried 3-0.

LIBRARY DIRECTOR'S REPORT:

FINANCIAL

FY 25/26 – Expenditures from tax appropriations is at 33%. We're 37% through the fiscal year.

GMLC

Our membership in Green Mountain Library Consortium has been renewed and I have signed our contract for Libby.

BOOK PURCHASING

I've attended 2 webinars through MHEC Purchasing Group exploring book purchasing options. I have applied for a processed account with Ingram and have submitted all the information on how to do our spine labels & barcodes. They have been inundated with requests for new accounts and it will be months before they can get to everyone. In the meantime, ordering in a book-only account is possible with fairly quick delivery. I also set up the library with an Amazon Business account. They are now stepping into the library world in terms of book ordering but do not offer processing yet but will be

exploring it.

GIVING TREE

Our volunteers have had no response to repeated requests for referrals from our usual sources. The volunteers have decided they do not want to do the Giving Tree this year. Trustees to join efforts and help as needed.

NEW BUSINESS

Staff and Volunteer Appreciation

We will get gift cards and greeting cards.

Julie Nevins moved to spend up to \$500 from the gift fund for staff and volunteer appreciation. Nikki Deyo seconded. Carries 3-0

OLD BUSINESS

Gift Fund Policy

We need to formally develop a Gift Fund Policy. Discussed changing the language of the Gift Fund Policy to state what we can fundraise for and what we can spend it on. Formally add that expenditures to be spent by Vernon Free Library Trustee Board. Tabled to discuss further and possibly vote on this in the December meeting.

Sub-recipient Risk Assessment Tool Webinar happening next Friday that will share more information on the benefits of adding policies that may be beneficial to VFL.

Budget Review

Insurance estimate has been added and represents a family plan. Need to understand from the consultant and the town select board on how the money will be possibly reallocated if all of the insurance is not spent and how to adjust for the next fiscal year.

Nikki Deyo moved to approve the Budget FY 2026-2027 for \$169,612. Julie Nevins seconded. Carried 3-0

Annual Appeal Updates

Julie to follow up with Heidi to send donation emails to Jean.

Annual Report/Article Discussion

Town administrator has report. No further updates at this time.

EXECUTIVE SESSION

Nikki Deyo 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. Julie Nevins seconded. Carried 3-0.

The Trustees entered into executive session at 6:54 PM.

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The Trustees left the Executive Session at 6:58 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, December 10, 2025 at 5:45 p.m. This will be a hybrid meeting.

A motion was made by Julie Nevins to adjourn the meeting at 6:59 p.m. Seconded by Nikki Deyo. Carried 3-0.

Respectfully submitted,

Nikki Deyo, Secretary