

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
October 12, 2022**

MEMBERS PRESENT:

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

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Ian Hefe, Vice Chair

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:37 pm.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

No additions/corrections.

APPROVAL OF MINUTES

Removed “as written” typo under Approval of Minutes and “currier” to “courier” under Budget Planning on the September 14, 2022 minutes.

A motion was made by Kristin Bratton to approve the minutes the regular September 14, 2022 meeting as corrected. Seconded by Julie Nevins. Carried 3-0.

Changed “September 14” to “September 22” on the September 22, 2022 working session minutes. **A motion was made by Kristin Bratton to approve the minutes the September 22, 2022 working session as corrected.** Seconded by Julie Nevins. Carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:**
 - FY 22/23 – Expenditures are at 27.32% and we're 28.85% through year.
- **NEW LIBRARY ASSISTANT:** MerrieBeth Frost has been hired to work Saturdays. She worked here previously as an assistant.
- **NEW VOLUNTEER:** Someone has applied to be a volunteer. I'm hoping she will join us and Volunteer on Monday afternoons.
 - Question from the Trustees: Does this now mean that we now have at least 2 staff and/or volunteers during all library hours?

- Director's Response: No.
- **COURIER GRANT:** This was applied for and successfully obtained. It's for \$571.35 for the period October 1, 2022 to September 30, 2023. This covers half of our budget for 1 stop per week. The rest of the funds come from the postage budget.
 - The courier service allows us to get books from all over Vermont for our patrons.
- **NEW OFFICE COMPUTER:** Still needs to be ordered.
- **STORYWALK®:** I have a Halloween story walk already made and plan on putting it on the town green.

NEW BUSINESS

- **Volunteer Appreciation Gifts**
 - The Trustees would like to thank the staff and volunteers for the extra work they have done to support the work of the Trustees to improve and expand our library services. The Trustees recognize this has created some additional work for library staff and volunteers. This includes three volunteers, three assistants, and the director.
 - The Trustees will discuss the details during the Regular Meeting on November 9, 2022.

OLD BUSINESS

- **Trustee resignation & replacements**
 - **Kristin Bratton moved to accept the resignation of Ian Hefele from the Vernon Free Library Board of Trustees.** Julie Nevins seconded. Carried 3-0.
 - The Trustees acknowledge and thank Ian for his years of service to the library.
 - We do not currently have candidates for the 2 open spots.
- **Budget Planning for Next Fiscal Year**
 - The first budget meeting with the Selectboard has been scheduled for October 19, 2022.
 - The current budget does not yet reflect the results of the town-wide wages survey, but is otherwise ready to present to the Selectboard.
- **Fall Book Sale**
 - Happening Nov 8!
 - Kristin Bratton will create a sign to be placed outside.
- **Gift Fund Expenditure**
 - The blinds will be installed as Mr. Mark Wright has availability to complete the work.
- **Planning for Annual Appeal**
 - The previous printing quote had an error. The updated quote is \$485. We have already approved that amount to be spent.
 - The cards are at the printer and will be mailed to all residences, businesses, and PO boxes, hopefully next week. Kristin Bratton will also mail the additional postcards to non-residents. The Library Director will keep a list of incoming donations. Julie Nevins will prepare, print, and mail the thank you letters.
- **Strategic Planning**
 - The annual appeal postcard includes a link to a brief public survey. Further discussions will be tabled until the December 14, 2022 regular meeting.
- **Mask Policy**
 - The Trustees discussed the library masking policy. There will be no changes to the policy at this time. The Trustees will review the policy again in the spring.

Executive Session if needed

- No Executive Session needed.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, November 9, 2022 at 5:30 p.m. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 7:52 p.m. Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,

Julie Nevins, Recording Secretary