

## **FINAL**

### **Vernon Free Library Board of Trustees Regular Meeting October 13, 2021**

#### **MEMBERS PRESENT:**

Joanne Leveille, Acting Chair  
Kristin Bratton, Clerk  
Ellen Hardy, Secretary  
Ian Hefele (via Zoom)

#### **STAFF:**

Jean Carr, Library Director

#### **REGULAR MEETING:**

Joanne Leveille called the meeting to order at 5:31 p.m.

#### **CHAIR'S REMARKS:**

Joanne Leveille thanked Jean Carr and Ellen Hardy for their help creating agendas.

#### **PUBLIC PARTICIPATION:**

None

#### **AGENDA ADDITIONS/CORRECTIONS:**

None

#### **APPROVAL OF MINUTES:**

**A motion was made by Kristin Bratton to accept the minutes of the regular September 8, 2021 minutes as written.** Seconded by Ellen Hardy. Carried 4-0.

#### **LIBRARY DIRECTOR'S REPORT:**

- Financial: FY 21/22 expenditures are at 26.58% of the budget at 28.49% of the fiscal year;
- Book Sale: A deposit was made to the Vernon Free Library Gift Fund via the Treasurer for \$520. This includes money that was already in the library as there had been no money deposited since before shut down for COVID-19 in March 2020;
- Donation Button: Information from other librarian's state that some use "Little Green Light" button on their websites to receive donations;
- Webinar: On October 19, 2021, at 10:00 a.m. there will be a webinar sponsored by VTLIB called POWER OF TRUSTEES: HOW TO CHAMPION YOUR LIBRARY TO SELECTBOARD AND BEYOND. The link is on VTLIB website on their Continuing Education page;
- Book orders have slowed down again due to labor and material shortages;
- A new volunteer will start training the week of October 17, 2021;
- Jean Carr will be taking some random days off between now and the end of the year as she has an abundance of vacation time to use before December 31, 2021.

#### **NEW BUSINESS:**

- Joanne Leveille opened a discussion regarding Trustee recruitment for the vacancy left on the Board of Trustees by the resignation of Bronna Zlochiver. It was decided to place advertisements concerning this vacancy asking for applicants/letter of intent in The Commons, on the Vernon FaceBook page, in the Town electronic newsletter, on the Vernon Free Library's website and posters in the usual places. The application/letter of

intent to be submitted by October 31, 2021. Interviews will start immediately with hopes of having a candidate by the November 10, 2021 meeting.

**OLD BUSINESS:**

- Jean Carr informed the Trustees she has not had the opportunity to work on the staff job description update due to many deadlines in September. This work is in progress with Kristin Bratton and Ian Hefelee. Jean indicated that she would also work with the Town to make certain that if the Library job descriptions are contained within the Town personnel files that they are up to date.
- Kristin Bratton updated the Trustees on fundraising saying that she has contacted Minuteman Press and C&S Wholesale and is awaiting a response back from both. Kristin will also contact Five Maples regarding printing and preparation for mailing of the annual appeal. Jean Carr will provide the current Patron list, the Vernon Town Clerk will be contacted to provide any changes to the Voter Registration list in the past year and a Town Lister will be asked to update the grand list to help prepare the mailing list.

Joanne Leveille asked if the Vernon Free Library might sell poinsettias as a fundraiser for the Vernon Free Library. Joanne will talk with Nancy Renaud for wholesale information for the upcoming year.

- Book Sale Update – see Library Director’s report.
- Joanne Leveille asked about the status of the Little Library project. Ian Hefelee said that he and Bronna Zlochiver had installed and are maintaining their Little Library at the Vernon Elementary School. Jean Carr reported that she has been given another workshop attendees unfinished Little Library and that there are two other attendees who need to be contacted regarding the status of their project. During the workshop the Little Library shells were built however final painting/finishing needed to be completed by the Little Library teams. As well, it was noted that making the mounting braces and installation are challenging. Ellen Hardy will look into getting the mounting braces made.
- Jean Carr reviewed the 2022/2023 proposed budget, line by line, with the Trustees. After a review of wages, it was asked that Jean revisit the Assistant amounts to reflect wage changes between the two years and send the revised budget to the Trustees.
- The Vernon Selectboard will review the Vernon Free Library budget on October 20, 2021 and December 1, 2021. Meetings will be held at 6:30 p.m. both in person and via Zoom.

**ANNOUNCEMENTS/INFORMATION:**

The next regular meeting of the Vernon Free Library Board of Trustees will be held November 10, 2021, at 5:30 p.m. This will be a hybrid meeting.

Meeting adjourned at 7:04 p.m.

Respectfully submitted,

Ellen Hardy, Recording Secretary