

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
October 25, 2023**

**MEMBERS PRESENT:**

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

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

Doug Rosien, Vice-Chair

**REGULAR MEETING**

Doug Rosien called the meeting to order at 5:45 pm.

**CHAIR'S REMARKS:**

No remarks.

**OPEN MEETING—PUBLIC COMMENTS:**

No public comments.

**AGENDA ADDITIONS/CORRECTIONS:**

Cassie Sailsman arrived at 5:48 pm.

No additions or corrections.

**APPROVAL OF MINUTES:**

- **Cassie Sailsman moved to approve the minutes of the July 12, 2023 regular meeting as written.** Doug Rosen seconded. The motion carried 3-0 with 1 abstention.
- **Kristin Bratton moved to approve the minutes of the September 6, 2023 regular meeting as written.** Cassie Sailsman seconded. The motion carried 3-0 with 1 abstention.

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:**
  - FY 22/23 – Expenditures were \$91,426.74 of \$95,823 budget.
  - FY 23/24 – Expenditures are at 26.89% of budget. We're 27.95% through fiscal year.
- I'm working on reports for the Courier Grant, Summer Reading Programming Grant & Summer Reading Program Survey.
- Public Library Annual Report is due December 30, 2023.
- Trustees' Books Sale took in \$342.50.
- Tomorrow, October 26, 2023, I will be attending a Fiber Connect Meeting with VTLIB at Rockingham Free Library.
- Reports for Vernon Town Report are due December 15, 2023.

## NEW BUSINESS

- **Capital Needs**
  - There are no purchases greater than \$10,000 planned for the next year.
- **Budget Planning for Next Fiscal Year**
  - The Trustees reviewed the budget for the next fiscal year, which we will present at the November 21, 2023 Selectboard meeting.
- **Marketing Materials**
  - The pens and stickers were a hit at the Vernon Community market!
  - **Kristin Bratton moved to spend up to \$200 from the gift fund on additional pens and stickers for continued marketing events.** Cassie Sailsman seconded. Carried 4-0.
  - Trustees are considering holding a contest for the the children of Vernon to create a new library logo.

## OLD BUSINESS

- **Update on Blinds**
  - We have a new offer to install the blinds from someone with availability this early winter and there own liability insurance. The estimate is \$475, including removal of the old blinds.
  - **Kristin Bratton moved to change the previously approved amount to \$475 to pay for installation of blinds and removal of old blinds.** Doug Rosien seconded. Carried 4-0.
- **Planning for Annual Appeal**
  - It is not possible to do online payments this year because the Town payment site is not currently functional.
  - Kristin Bratton moved to spend up to \$750 from the gift fund for printing and mailing the Annual Appeal postcards. Julie Nevins seconded. Carried 3-0.
- **Strategic Planning**
  - Approximately 40 residents responded to the public survey. While the Trustees will delve into additional details in future meetings, here are a few findings:
    - A number of responders expressed interest in author readings and lectures.
    - Several choices were rarely, if ever, selected, suggesting that some survey options may have missed the mark. It may be useful to re-post this survey—with edits—in the future to capture addition, useful information from the community.
- **Purchasing of Chairs**
  - Tabled until November 8, 2023 regular meeting.

## Executive Session, if needed

- **A motion was made by Kristin Bratton pursuant to 1 V.S.A. §313(3)(a)(3), regarding appointment or employment or evaluation of a public officer or employee, the Trustees will enter into Executive Session with the Library Director.** Seconded by Julie Nevins. Motion carried 3-0.
- Trustees went into Executive Session at 7:17 p.m. and returned at 7:39 p.m.. No decision was made during Executive Session.

## ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, November 8, 2023 at 5:45 p.m. This will be a hybrid meeting.

**A motion was made by Kristin Bratton to adjourn the meeting at 7:49 p.m.** Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,  
Julie Nevins, Secretary