Approved 10/08/2026

Vernon Free Library Board of Trustees
Regular Meeting Minutes
September 10, 2026

MEMBERS PRESENT:
Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Nikki Deyo, Secretary (virtually)
Erin Harris, Member (virtually)

MEMBERS ABSENT:
Kristin Bratton, Clerk

STAFF:
Gail Zachariah, Library Director

GUESTS:
Jean Carr
Kathy Korb
Danielle Walker

REGULAR MEETING
Cassie Sailsman called the meeting to order at 6:01 PM.

CHAIR'S REMARKS:
- The Chair noted that the order of the agenda would be modified slightly to ensure members of the public could hear new business.

OPEN MEETING—PUBLIC COMMENTS:
Jean Carr is here as a liaison from the Selectboard.

Kathy Korb is here as a taxpayer, and expressed unhappiness with events and circumstances in this library since the previous Library Director's retirement.

AGENDA ADDITIONS/CORRECTIONS:
Nikki Deyo made a motion to add "Library Comcast email" to New Business. Julie Nevins seconded. Carried 3-0.

APPROVAL OF MINUTES:
Julie Nevins moved to approve the Regular Meeting minutes of August 13, 2026 as written. Cassie Sailsman seconded. Carried 3-0.

Julie Nevins moved to approve the Special Meeting minutes of August 20, 2026 as written. Cassie Sailsman seconded. Carried 3-0.

CS moved to add "Dawn" to the Guests on Zoom in the Emergency Meeting minutes of September 7, 2026. Julie Nevins seconded. Carried 3-0.

Julie Nevins moved to accept as corrected the Emergency Meeting minutes of September 7, 2026. Cassie Sailsman seconded. Carried 3-0.

NEW BUSINESS

Library Comcast email

- Nikki Deyo received an error when sending the recording of the 9/7/26 meeting to the Library Director that the email may be delayed 46 hours. Gail Zachariah will confirm receipt and post recorded ASAP.

Youth Service Staffing Discussion

- Tabled until next month

Credit Card Updates

- Cassie Sailsman will examine minutes from old Trustees meetings to discover who opened the credit card and will continue to work on changing the card name.

Giving Tree

- Several people are interested in helping to organize the project this year. They will coordinate with the Library Director for anything needed from the Library. Jean Carr will also share from her experience.

LIBRARY DIRECTOR'S REPORT:

- The Library Director gave an overview of the attached report. Additional discussion included:

Financial Report

- Library Director noted that the anticipated Courier grant will be $704.34 for next year
- Overall spending is 17% of the annual expenditure budget.
- Technology spending is 99.9% spent. A significant portion reflects technology purchased and received in June. Trustees will follow-up on this.
- Supplies (35.45%), Audio/Video (30.76%), and Books (25.11%) are the other line items at or above 25% spent. Spending is somewhat ahead of the fiscal-year pace in these lines.
    - **Supplies**: This reflects a change in purchasing practices: books are not longer purchased with processing included through Baker & Taylor, so more purchasing costs not appear separately under Supplies. The library is also purchasing more books and placing more prepublication orders, so the timing of invoices can vary. I expect to offset some of this increase by reducing periodical spending.
    - **Audio/Video**: The $322.98 expenditure is the annual Biblio+ streaming service charge, so this line is front-loaded and should not be interpreted as an unusually high monthly spending rate.
- Remaining line items are at or below fiscal-year pace.

- **Grant-funded expenditures:** The current report shows $181.41 in Summer Reading expenditures and $730.14 in FC Transition Grant expenditures. These grants cross fiscal years, so the annual budget report does not show the complete grant activity or remaining grant balances. I will work with the Treasurer to obtain beginning balances, cumulative expenditures, and remaining balances for these grant accounts.

All guests left the meeting at 6:33 PM.

Library Personnel Policy

- Library Personnel policy needed to ensure clarity when Town Personnel policy is used.
- Trustees will review and draft as needed in the next month.

Copy machine

- Flag that the current term will the end in just over one year.
- Gail will follow-up with Canon to determine amount of any cancellation fees. Cancellation with both the copier company and financier requires 3 months.

Cassie Sailsman moved that the Library Director cancel the current copier contract with Canon if cancellation fees are less than or equal to one monthly payment. In that case, the Library Director will start a new contract with the local proposal. Erin Harris seconded. Carried 4-0.

Erin Harris left the meeting at 7:05 PM.

OLD BUSINESS

Lego Updates

- Nikki Deyo reported that the materials are in! The flyers, posts, etc. have been published/ delivered. We currently have 6 registrants, with 2 open spots left!
- The first meeting will be September 25 at 4:00 PM.

Executive Session:

1 V.S.A. 313 (3)(a)(3) To discuss the appointment or employment or evaluation of a public officer or employee- Discussion-Probation Period

Julie Nevins moved to enter into Executive Session with the Library Director pursuant to 1 V.S.A. 313 (3)(a)(3) to discuss the appointment or employment or evaluation of a public officer or employee, including **the Library Director** Probation Period. Nikki Deyo seconded. Carried 3-0.

The Trustees and Library Director entered Executive Session at 7:09 PM and left at 9:53 PM.

No decisions were made in execution session. The Trustees completed the 90-day evaluation of the Library Director.

ANNOUNCEMENTS/INFORMATION:
The next regular meeting of the Vernon Free Library Board of Trustees will be held Thursday, October 8, 2026 at 6:00 p.m. This will be a hybrid meeting.

A motion was made by Julie Nevins to adjourn the meeting at 9:54 PM. Seconded by Nikki Deyo. Carried 3-0.

Respectfully submitted,

Julie Nevins, Vice-Chair