

**Vernon Free Library Board of Trustees
Tuesday, September 12, 2017
Regular Meeting Minutes**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Melissa Ferris, Vice Chair
Janis Pereira
Ellen Hardy, Substitute Secretary
Ruth Kibby, via telephone

OTHERS PRESENT:

Jean Carr, Library Director

GUESTS:

Rita Mudd
Joanne Leveille

REGULAR MEETING

Bronna Zlochiver, Chair, called the regular meeting of the Vernon Free Library Board of Trustees to order at 4:30 pm

PUBLIC PARTICIPATION

None

CHAIR'S REMARKS

Bronna Zlochiver asked for a moment of silence to acknowledge the horrific world events of the past six weeks.

AGENDA ADDITIONS/CORRECTIONS

Additions to the agenda:

- Communication
- Strategic Planning
- 2018-2019 Budget

APPROVAL OF MINUTES

- Minutes of June 13, 2017, Meeting
Under Executive Session, it was noted that Jean Carr cannot make motions as she is not a Trustee. As well, Jean should be referred to as Library Director instead of Librarian. The spelling of Thursday also needs to be corrected.

**A MOTION WAS MADE BY Janis Pereira to adopt the June 13, 2017, minutes as corrected.
SECONDED by Ruth Kibby. MOTION CARRIED 4-0-1 (Melissa Ferris abstained.)**

- Minutes of July 11, 2017 Meeting
Under Agenda Additions/Corrections the motion should be included under Old Business.
Under New Business items :
 - Fund raising discussion ...
 - Gallery Walk ...
 - Appeal letter ...
 - Request for Welcome Center ...Should also be Old Business items.

**A MOTION WAS MADE BY Bronna Zlochiver to adopt the July 11, 2017, minutes as corrected.
SECONDED by Melissa Ferris. MOTION CARRIED 3-0-2 (Janis Pereira and Ellen Hardy abstained.)**

LIBRARY DIRECTOR'S REPORT/FINANCIAL REPORT

Library Director Jean Carr updated the trustees on the Summer Reading Program and this years' success. Fund raising ideas will be discussed in Old Business.

There was discussion regarding the Selectboard's request to have all departments cut their budgets by 5% which would represent a \$3,500 reduction for the Library.

The Capital Plan was reviewed for utilization of funds for the proposed 2018-2019 funding to renovate the children's area. Trustees want these improvements to be made as budgeted.

OLD BUSINESS

Fund Raising

- An update of the Fall Foliage Plane Ride Raffle was revisited noting that there are still additional funds being received.
- The cookbook idea as presented in the Library Director's report was discussed. Rita Mudd, volunteer, has generously offered to help with this project. Announcement of a Town cookbook being created by the Library will be announced in the newsletter and on Facebook (both Town and Library) as well as posters at municipal buildings/bulletin boards. Favorite recipes to be receive by October 16, 2017, at the Library.
- The quilt raffle discussion was tabled for a future meeting.
- The annual appeal letter was discussed and edited. The letter and additional materials for mailing will be prepared by November 1, 2017 with Trustees and volunteers stuffing the letter for mailing on November 9, 2017.
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Ruth Kibby, Trustee, left the meeting at 6:21 p.m.

NEW BUSINESS

- Budget Overage. It was noted that there is a \$5,524.42 overage of the 2016-2017 budget. After further discussion, Melissa Ferris asked that statements for the fund balance and the reserve gift fund be received prior to making any decisions about funding the overage.
- Report on Open Meeting Law. Three trustees attended the Open Meeting Law session. Bronna Zlochiver and Ellen Hardy have PowerPoint slides and notes from the training; these are available to anyone for review.
- Communication. The Trustees agreed that before any decisions regarding the Library as well as its funding are made, that a full picture is necessary.
- Strategic Planning Meeting. Discussion of a strategic planning meeting was tabled until the October 11, 2017, regular Trustees' meeting.
- 2018-2019 Budget. The Trustees set a special meeting to review the budget for September 27, 2017, at 4:30 pm to review the budget. Available Trustees plan to attend the Selectboard's budget meeting pm on October 4, 2017, to support the Library's mission.

EXECUTIVE SESSION

None

ANNOUNCEMENTS/INFORMATION

- The first budget meeting for the Library is set for October 4, 2017.
- A Special Meeting of the Vernon Free Library Trustees to discuss budgeting is scheduled for September 27, 2017.
- The next regularly scheduled meeting of the Vernon Free Library is set for October 11, 2017 at 4:30 pm.
- The November meeting of the Vernon Free Library Trustees is scheduled for November 8, 2017.

MEETING ADJOURNED AT 7:12 P.M.

Respectfully submitted,
Ellen Hardy
Substitute Secretary