

Approved 10/8/25

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
September 4, 2025**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Kristin Bratton, Clerk
Nikki Deyo, Secretary by Zoom

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:49 pm.

CHAIR'S REMARKS:

Reminder that the deadline for Trustees to complete the annual ethics training is coming up. Please email the Town Administrator when your training is complete.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

No changes.

APPROVAL OF MINUTES:

- Minutes of the August 14, 2025 regular meeting were corrected to clarify that the Trustees did not need to approve the vacation payout for the Youth Services Librarian, but ensured the payout was in alignment with town policy.
- **Julie Nevins moved to accept the minutes of the August 14, 2025 regular meeting as corrected.** Kristin Bratton seconded. The motion carried 4-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL**

FY 24/25 Final Budget Summary not yet available

FY 25/26 – Expenditures from tax appropriations is at 18%. We're 17.5% through the fiscal year. This includes renewal of some annual contracts.

- **WEBSITE**

New website is live as of today!! Dani Walker & myself will be doing training Sept. 17

- 2026-2027 BUDGET SCHEDULE was sent to all trustees.

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- **REPORT FOR THE TOWN REPORT** is due October 27.
Julie Nevins will compile thoughts from all Trustees before the October regular meeting. The Trustees will finalize and approve during that meeting.
- **VACATION**
I will be taking vacation September 10 to 13.

NEW BUSINESS

- **Children's Librarian Resignation Gift**
 - No decisions needed

OLD BUSINESS

- **Planning for Annual Appeal**
 - Kristin Bratton will send a draft postcard to the Trustees for review before and approval at the October regular meeting.
 - Kristin Bratton will request a quote from Minuteman Press, aiming for the postcards to be sent before Thanksgiving.
- **Community Market-Recap**
 - The Market was excellent and well-attended. We enjoyed seeing so many patrons.
 - We'll continue the website scavenger hunt at the library (including prizes for children) to encourage use of the new website!
 - For next year, perhaps we can have registration paperwork at the Market for residents who would like to apply for a library card
- **Strategic Planning**
 - Tabled until a later meeting, as Wendy Shumway has resigned from the Trustees

EXECUTIVE SESSION

Continue Library Director Performance Review: Tabled until the October regular meeting.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, October 8, 2025 at 5:45 p.m. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 6:15 p.m. Seconded by Julie Nevins. Carried 4-0.

Respectfully submitted,

Nikki Deyo, Secretary