

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
September 9, 2020**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair/Clerk
Kristen Dietrich, Recording Secretary
Ian Hefelee
Elaine Dietrich

STAFF: Jean Carr, Library Director

ABSENT:

None

REGULAR MEETING:

The meeting was held electronically via Zoom.com. Bronna Zlochiver called the meeting to order at 5:05 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting and reviewed the Vernon Free Library Board's role in Town government.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE MINUTES:

- **A motion was made by Ian Hefelee to accept the minutes of the August 12, 2020, regular meeting as written.** Seconded by Joanne Leveille. Carried 5-0.

LIBRARY DIRECTOR'S REPORT:

- 2 new computers have been installed at the Circulation Desk. Cost was \$476 less than the quote.
- Public Computers: Quote was obtained from Vermouth Computers for 2 "Used" computers and upgrade on 1 public computer the Library already has. Replacement/upgrade to Windows 10 needs to be done.
- Book Bin in Children's Area: Received notification today that it was shipped yesterday. Not sure when it will arrive as there is no tracking information available yet.
- REALM Project: Latest report on the COVID-19 virus on books and other library & museum materials shows the virus to still be present on stacked items for 6+ days and 3 days when not stacked on shelves. Library staff are continuing to wipe plastic covers, cases, DVDs and CDs with disinfectant wipes and are now leaving items standing and not stacked together for at least 3 days in quarantine before returning them to the shelves.

- **Moisture Meter:** The Library now has a Moisture Meter available for patrons to borrow to test the moisture level in firewood. Dry wood burns hotter, more efficiently & produces less smoke. This was provided by Vermont Dept. of Libraries and Vermont Dept. of Natural Resources. Just received it yesterday so Jean Carr will begin promoting it.
- **Trustees/Friends Conference:** If Board members did not join the listserv and get the email, Jean Carr forwarded it to everyone today.
- **Vacation:** Jean Carr plans on taking vacation next week, Tuesday through the end of week. At this point, she will not be able to travel to where they had reservations as the county has become a red zone. Will be home unless that changes.

NEW BUSINESS

- **A motion was made by Elaine Dietrich to ratify the expenditure of \$1302.00 from the Vernon Free Library Gift Fund for FY 2019-2020.** Seconded by Joanne Leveille. Carried 5-0.
- **A motion was made by Ian Hefeale to authorize the replacement/upgrade of the Library's public computers. 2 computers will be replaced with "Used" computers purchased from Vermouth Computers and 1 public computer the Library already has will be upgraded. Replacement/upgrade to Windows 10 will be done at the same time.** Seconded by Elaine Dietrich. Carried 5-0
- The Trustees reviewed the Annual Appeal letter process.
- The Trustees discussed establishing a Library Zoom account.
- **A motion was made by Ian Hefeale to approve the proposed FY 2021-2022 Library Budget.** Seconded by Joanne Leveille. Carried 5-0.
- The Trustees discussed the Selectboard Library budget review schedule.

OLD BUSINESS

- **A motion was made by Ian Hefeale to enter into Executive Session pursuant to 1 V.S.A. Sec. 313(3)(a)(3) to discuss a personnel matter.** Seconded by Elaine Dietrich. Carried 5-0.
- The Trustees and Jean Carr entered into executive session at 6:16 pm and returned at 6:19 pm. No decisions were made while in Executive Session.

ANNOUNCEMENTS/INFORMATION

- Trustees' next regular meeting will be Wednesday, October 14, 2020, at 5 pm. The meeting will be held electronically via Zoom.com.

MEETING ADJOURNED AT 6:19 pm.

Respectfully Submitted by

Kristen Dietrich, Recording Secretary