

DRAFT

**Vernon Free Library Board of Trustees
Regular Meeting
April 13, 2022**

MEMBERS PRESENT:

Kristin Bratton, Clerk
Ellen Hardy, Secretary
Julie Nevins

STAFF:

Jean Carr, Library Director

GUESTS:

Kathy Korb

MEMBERS ABSENT:

Joanne Leveille, Chair
Ian Hefele, Vice Chair

REGULAR MEETING:

Kristin Bratton called the meeting to order at 5:35 p.m.

CHAIR'S REMARKS:

None

OPEN MEETING – PUBLIC COMMENTS:

Kathy Korb expressed that she was grateful to be present and looked forward to new and old business agenda discussions.

AGENDA ADDITIONS/CORRECTIONS:

It was noted that the date for the approval of minutes be corrected to, “Minutes of March 9, **2022** Regular Meeting of the Vernon Free Library Board of **Trustees**”

APPROVAL OF MINUTES:

A motion was made by Julie Nevins to accept the minutes of the regular March 9, 2022 meeting as written. Seconded by Kristin Bratton. Carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:** FY 21/22 expenditures are at 73.24% of the budget at 78.08% of the fiscal year;
- **COURIER SERVICE AGREEMENT:** The agreement for the period of April 1, 2022 to March 31, 2023 has been signed and submitted. The new rate is \$21.29 one stop per week. It was \$20 per stop;
- **AIR PURIFIERS:** The purifiers are set up and running. Also, the Air Quality Monitor is running;
- **SUMMER READING PROGRAMMING GRANT:** The grant was applied for with success. Vernon Free Library will be receiving \$300 towards Summer Reading Programming;
- **ARBOR DAY:** Vermont Arbor Day is May 6. The Library was successful in applying for Arbor Day Kits made available through VT Department of Forest, Parks & Recreation, VT Department of Libraries, and University of Vermont Extension. Kits include Sugar Maple

Seed Packets, Tree Scavenger Hunt, and Vermont Tree Guide. Jean Carr is planning to make up Arbor Day Celebration Kits for give away to patrons;

- NEW ARPA GRANT OPPORTUNITY THROUGH VTLIB: This grant is much like the last grant but there is an emphasis on developing diversity in the collection. The grant information and the budget worksheet are the same as the last ARPA Grant. VTLIB states they are still working out details. Vernon Free Library will be able to apply for \$1,161. The application is not available until April 15. Application deadline is May 11. Monies have to be spent by September 30, 2022.

The trustees and staff reviewed the expenditures to date from the first ARPA grant. Sneezeshields in the public computer area and two air purifiers (with limited filters) have been purchased. There is still \$1,625 available for the purchase of additional poly furniture to be utilized in the outdoors area. Possible uses for the next grant monies could be additional filters for the air purifiers, pop-up tent/canopy (possibly with side panels) for outdoor use and portable folding tables;

- LIBRARY FLYER: A flyer for use at Town Meeting in lieu of a power point presentation was reviewed.

NEW BUSINESS

- The script for Town Meeting was reviewed and edited integrating scripts prepared by the Chair and staff. Assignments of articles for presentation were completed. The completed document was shared with trustees and staff.
- A Plant, Book & Bake Sale was discussed. It was decided that a book and bake sale would be held in conjunction with the town-wide tag sale on May 21, 2022 from 8 a.m. to 12:00 noon. The book sale will start to be set up a few days prior to the sale and will be dismantled by June 3, 2022. Individually wrapped baked items may be delivered to the Library on Thursday, May 19, 2022 or the day of the sale.
- Regarding the mask mandate, Jean Carr explained the Selectboards' position that the mask mandate has been rescinded for the building (basically the lobby area) and that town office personnel can make the choice for their areas.

Jean Carr polled the staff and volunteers regarding masking. Kathy Korb, as a volunteer, indicated that she is more comfortable with masking.

It was moved by Ellen Hardy to continue requiring patrons, volunteers and staff to wear masks while in the Vernon Free Library. Seconded by Julie Nevins. Carried 3-0.

OLD BUSINESS

- The review of the Library Director job description was tabled until the June 2022 meeting.
- The review of the Staff job description was tabled until the June 2022 meeting.
- The trustees reviewed the Gift Fund Policy and it was noted that since it is a policy it would need to be signed by all trustees. The document will be amended and will be acted on at the May 11, 2022 meeting.
- Gift fund expenditures regarding the purchase of new blinds for the Library was tabled until the May 11, 2022 meeting.

Julie Nevins reported that she had been working on the “Wish List” items as discussed during the March meeting regarding strategic planning for gift fund expenditures. Julie Nevins proposed asking staff questions to create appropriate questions to ask patrons for ideas. These ideas could include new equipment, new services, additional support for programming, and any additional needs within the community that the Library could fulfill. Jean Carr recommended visiting the State Library website as it offers lots of information to assist with this process. Julie Nevins will report back to the Board at the May 11, 2022 meeting.

- Discussing the Little Libraries, Jean Carr received status updates for all who participated in the workshop. All attendees were urged to complete their project. Stands to hold the Little Libraries need to be built.
- The Spring Fling fundraiser is active. The drawing for the raffle items will be held on May 5, 2022. Raffle items were received from the Village Potter, Vermont Traditions, Barn Owl Crafts, Cold Brook store and The Blooming Italian.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, May 11, 2022 at 5:30 p.m. This will be a hybrid meeting.

A motion was made by Julie Nevins to adjourn the meeting at 7:34 p.m. Seconded by Kristin Bratton. Carried 3-0.

Respectfully submitted,

Ellen Hardy, Recording Secretary