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**VERNON FREE LIBRARY BOARD OF TRUSTEES  
WEDNESDAY, MAY 17, 2017  
REGULAR MEETING MINUTES**

**MEMBERS PRESENT:**

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

**OTHER:**

Jean Carr, Interim  
Librarian

**ABSENT:**

None

**GUESTS:**

Kathy Macie  
Sallie May  
Rita Mudd  
Nancy Renaud  
Sally Brassor  
Michelle Pong  
Cheryl Bauer  
Joyce Goodnow

**REGULAR MEETING**

Bronna Zlochvier, Chair, called the May 17, 2017, regular meeting of the Vernon Free Library Board of Trustees to order at 4:30 pm.

**PUBLIC PARTICIPATION**

Guests present raised questions and concerns regarding the decision to place Kris Berberian on paid leave two months prior to her resignation date of June 30, 2017. A discussion was held between the trustees and the Guests regarding the procedures and process for the Trustees decision. The Trustees acknowledged the difficulty of the decision and the hardship placed on the remaining staff and patrons.

Clarification on Open Meeting Law was reviewed with points clarified regarding Open Meeting topics and decision making.

Volunteer support was discussed and what plans the Interim Librarian

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is putting into place to ease the challenges of reduced staff and the increased responsibilities for Jean Carr, the Interim Librarian. Plans to review and rewrite the ethics policy and create a Conflict of Interest policy were discussed with Melissa Ferris and working on the policies.

The recognition of Kris Berberian years of service and support for the library was acknowledged, with much appreciation expressed by everyone present.

Volunteers and the process for becoming a volunteer was clarified by Jean Carr.

**A MOTION WAS MADE BY ELLEN TO GO INTO RECESS. MOTION WAS SECONDED BY JANIS. MOTION CARRIED 5/0 AT 6:02 PM. A MOTION WAS MADE BY MELISSA TO COME OUT OF RECESS. MOTION WAS SECONDED BY JANIS. MOTION CARRIED 5/0 AT 6:05PM.**

#### **AGENDA ADDITIONS/CORRECTIONS**

**A MOTION WAS MADE BY RUTH TO CORRECT THE EXECUTIVE SESSION SPELLING ERROR IN THE SENTENCE STATING THE TIME TRUSTEES WENT INTO EXECUTIVE SESSION. MOTION WAS SECONDED BY JANIS. MOTION CARRIED 5/0 .**

**A MOTION WAS MADE BY JANIS TO DELETE THE FIVE YEAR PLAN UPDATE UNTIL FURTHER NOTICE. MOTION WAS SECONDED BY RUTH. MOTION CARRIED 5/0.**

**A MOTION WAS MADE TO ACCEPT THE MINUTES OF THE APRIL 26, 2017, VERNON FREE LIBRARY BOARD OF TRUSTEES' REGULAR MEETING AS CORRECTED, BY MELISSA. MOTION WAS SECONDED BY RUTH. MOTION CARRIED 5/0.**

#### **LIBRARY DIRECTOR'S REPORT/FINANCIAL REPORT**

Jean Carr gave an updated library report, dated May 17,2017, with the budget at 87%, which is where we should be at this date.

Jean is scheduling the volunteers and training them.

The schedule for the next weeks was reviewed with days being covered by volunteers and trustees.

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A policy and procedure manual will be worked on by Jean and Ellen.

Web site issues are being explored by Ms. Carr and she is getting help through the web master and she was able to find an old procedure manual.

Technical problems in the library include the loss of one computer, one monitor and the refrigerator has stopped working. Ruth will research a donated refrigerator from Holton Home. Michelle Pong will research grant writing for a new computer, and no resolution was made regarding the monitor.

Floral workshop was a success with 5 participants and another floral workshop to be scheduled.

### **OLD BUSINESS**

Plant Sale, June 3, 2017, Saturday from 9-12. A tent will be put up with plants donated from various sources. Baked goods from Trustees and others willing to contribute. Plant flyers are out and signs will be put up. Plants can be dropped off at the library out front.

Melissa Ferris is proposing a raffle ticket sale for a donated foliage flight for three passengers. More details to be forth coming.

### **NEW BUSINESS**

Library hours, staffing and planning for Fiscal Year 2017-2018. Ms. Carr presented a new budget and discussion regarding payment of services , wages and staffing concerns was clarifying regarding use of the Fund Budget and overspending of this Fiscal Year's budget. A report was given by Ellen that the budget was over \$1238.44 for salaries. A discussion with Cindy T. regarding payments for staff and where the money will come from.

**A MOTION WAS MADE BY JANIS TO TABLE DISCUSSION FOR A LATER DATE WHEN MORE INFORMATION IS AVAILABLE. MOTION WAS SECONDED BY RUTH. MOTION CARRIED 5/0.**

**A MOTION WAS MADE BY MELISSA TO GO INTO EXECUTIVE SESSION, AT 6:21 PM. TO DISCUSS PERSONNEL MATTERS. MOTION WAS SECONDED BY JANIS. MOTION CARRIED 5/0.**

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**EXECUTIVE SESSION INCLUDED JEAN CARR AND MICHELLE  
PONG.  
SESSION ENDED AT 6:34 PM, WITH NO DECISIONS MADE.**

**ANNOUNCEMENTS/INFORMATION**

Nothing to add

**MOTION TO ADJOURN THE REGULAR MEETING WAS MADE BY JANIS.  
SECONDED BY ELLEN. MOTION CARRIED BY 5/0.**

**MEETING ENDED 6:40 PM**

**MINUTES RECORDED AND WRITTEN BY  
RUTH KIBBY, SECRETARY**