

DRAFT

**Vernon Free Library Board of Trustees
Regular Meeting
November 10, 2021**

MEMBERS PRESENT:

Joanne Leveille, Acting Chair
Kristin Bratton, Clerk
Ellen Hardy, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

Kathy Korb

MEMBERS ABSENT:

Ian Hefele

REGULAR MEETING:

Joanne Leveille called the meeting to order at 5:31 p.m.

CHAIR'S REMARKS:

None

OPEN MEETING/PUBLIC COMMENTS:

None

AGENDA ADDITIONS/CORRECTIONS:

A motion was made by Kristin Bratton to add Trustee Interview and Possible Purchase from Gift Fund to New Business. Seconded by Ellen Hardy. Carried 3-0.

APPROVAL OF MINUTES:

A motion was made by Kristin Bratton to accept the minutes of the regular October 13, 2021 minutes as written. Seconded by Joanne Leveille. Carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- Financial: FY 21/22 expenditures are at 32.5% of the budget at 36.2% of fiscal year;
- GMLC (Green Mountain Library Consortium) contract has been renewed. ListenUp Vermont (LUV) and VOKAL (KOHA & ASPEN) programs are provided through GMLC;
- Courier Grant Expenditure Report has been completed and submitted and application has been made for the next Courier Grant;
- ARPA Grant update: The grant agreement was signed two weeks ago. Vernon Free Library has been notified that the funds should be distributed November 12, 2021;
- VOKAL Aspen Catalog has gone live;
- SUMMER READING PROGRAM 2022 (Oceans of Possibilities) planning has begun. Orders for materials paid for by VTLIB are due December 6, 2021;
- ANNUAL PUBLIC LIBRARY REPORT to VTLIB is due December 31, 2021. This is a month earlier than last year;
- GIVING TREE: Selectboard will be asked for permission to set up the Christmas tree in the lobby at their next meeting on November 16, 2021. Tree will be set up on Sunday,

November 21, 2021. Angel tags will be on the tree and ready for signing out on Tuesday, November 30, 2021 through Thursday, December 16, 2021. Wrapped gifts are due back Saturday, December 18, 2021 by noon;

- KNITTING GROUP will resume meeting Monday, November 29, 2021 at 11:30 a.m. The group will be gathering downstairs unless the group is small enough to meet in the library. Masks, social distancing and attendance will be required;
- PUBLIC LIBRARY ANNUAL REPORT FY 2020 is available through VTLIB;
- NARRATIVE for TOWN REPORT is due to the town Administrator December 15, 2021;
- BUDGET MEETING WITH SELECTBOARD: The selectboard does not meet on December 1, 2021. This was a scheduling error. Their next budget meeting in December will be December 8, the same evening as the Trustees' meeting. It has been requested the library be put on the November 17, 2021 Budget Meeting agenda;
- TOWN MEETING ARTICLES: One article for unfilled trustee term (2 years); two articles for two 3-year terms (Kristin Bratton & Ellen Hardy) and the budget;
- VACATION: Jean Carr plans to take vacation the week of December 12, 2021 and will also plan to take Wednesdays off in December. Jean Carr will also be taking off November 15 and 16, 2021.

NEW BUSINESS:

- The library script for the March 2022 Town Meeting will be worked on over the next few months as the meeting approaches.
- The trustee report for the 2022 Town Report is due December 15, 2021. The report will be prepared for trustee approval at their December 8, 2021 meeting.
- Jean Carr explained that the internet access portion of the budget needs to be reworked as the anticipated funding from a grant was not received. This is an increase to the budget of \$356. The budget will be updated and sent to trustees for an acceptance at the December trustee meeting.
- Joanne Leveille updated that there is an interested candidate for the trustee vacancy. Joanne will contact the candidate and set up an interview at a Special Meeting of the Board of Trustees.
- Kristin Bratton asked the trustees to consider a purchase from the Gift Fund for a Cricut cutting machine and a one-year subscription for the upgraded application to make bulletin board and other displays less labor intensive and more professional. The cost would be approximately \$350. **A motion was made by Joanne Leveille to purchase the Cricut machine and a one-year subscription for the application.** Seconded by Kristin Bratton. Carried 3-0.

OLD BUSINESS:

- Ian Hefele was unavailable to report on Staff Job Description update. This will be continued at upcoming meetings.
- Joanne Leveille updated the trustees on the potential of a poinsettia fundraiser for the library. She visited with a local plant grower who does not grow poinsettias however it was suggested in a collaborative discussion that a raffle of two poinsettias could be done this year during the holiday season for the Vernon Free Library. The trustees further

expanded this fundraising idea to include donated items for raffle from local businesses and craftspeople.

- Discussion of the Little Free Library's has been tabled until a spring 2022 meeting.
- Kristin Bratton updated about her findings for printing and mailing of the 2021 annual appeal. Minuteman Press is able to print the annual appeal postcards, assist with the USPS process of receiving an indicia and sending the appeal utilizing Every Door Direct. **A motion was made by Ellen Hardy to contract with Minuteman Press to print and send the Vernon Free Library 2021 annual appeal.** Seconded by Kristin Bratton. Carried 3-0.
- The ARPA update was addressed in the Library Director's report. See above.

ANNOUNCEMENT/INFORMATION:

The next Selectboard budget meeting will be held Wednesday, November 17, 2021 at 6:30 p.m. The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, December 8, 2021 at 5:30 p.m. This will be a hybrid meeting.

Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Ellen Hardy, Recording Secretary