

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
November 13, 2019**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair
Kristen Dietrich, Recording Secretary
Ian Hefele
Elaine Dietrich

OTHERS PRESENT:

Jean Carr, Library Director

MEMBERS ABSENT:

None

GUESTS:

Deb Berryere

REGULAR MEETING:

Bronna Zlochiver called the meeting to order at 4:59 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting, announced that the annual appeal letter had been delivered to the post office, and requested all the Vernon Free Library Trustees contribute to the Vernon Free Library Gift Fund.

ADDITIONS/CORRECTIONS TO THE AGENDA:

A motion was made by Kristen Dietrich to add discussion of fundraising opportunities at the Brattleboro Food Co-Op under New Business. Seconded by Ian Hefele. Carried 5-0.

APPROVAL OF THE MINUTES:

A motion was made by Joanne Leveille to accept the minutes of the October 9, 2019, regular meeting of the Vernon Free Library Board of Trustees as written. Seconded by Kristen Dietrich. Carried 3-0, 2 abstentions.

LIBRARY DIRECTOR'S REPORT:

- ❖ Financials: Current Library expenditures are at 35.24% of its budget for Fiscal Year 2019-2020 and we are at 36.99% of the fiscal year.
- ❖ The Vernon Free Library received a check from the Brattleboro Food Co-Op for \$297.05 from their "Bag-a bean" program.
- ❖ Bake Sale proceeds from Vernon Artisan Market was \$163. 95 (\$20 was by donations from leftovers in the lobby).

- ❖ Draft minutes need to be sent within 5 calendar of meeting as by law they need to be posted to the website 5 calendar days after the meeting.
- ❖ The Library will be sponsoring activities downstairs in the Town Office Building on the night of the Tree Lighting
- ❖ The Trustee regular meeting was changed to December 18, 2019 to accommodate Jean Carr's vacation schedule
- ❖ June Turner will be leaving at the end of the month. Jean Carr will be advertising for an assistant after she speaks with Beth Armington.

STRATEGIC PLANNING:

❖ Deb Berryere, a member of the Greenfield Community College Foundation Board of Trustees, who has strategic planning training and experience, will facilitate a series of short sessions on the Harwood Community Conversations method with Jean Carr and the Trustees. The goal of the Harwood method is to help organizations engage with their communities, better understand the community's needs, and how to meet those needs. The first 20 minute facilitated session took place tonight

OLD BUSINESS:

❖ **Annual Appeal:** The annual appeal letters were delivered to the Post Office on November 12, 2019. Bronna Zlochiver requested all the Vernon Free Library Trustees contribute to the Vernon Free Library Gift Fund.

NEW BUSINESS:

❖ **A motion was made by Ian Hefele to ratify annual appeal expenditures be paid from the Vernon Free Library Gift Fund.** Seconded by Joanne Leveille. Carried 5-0.

ANNOUNCEMENTS/INFORMATION

Next Meeting: Wednesday, December 18, 2019, at 5 pm.

MEETING ADJOURNED AT 6:19 PM.

Respectfully Submitted by

Kristen Dietrich, Recording Secretary