

APPROVED: November 08, 2017

**Vernon Free Library Board of Trustees
Tuesday, October 17, 2017
Regular Meeting Minutes**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Janis Pereira
Ellen Hardy, Substitute Secretary
Melissa Ferris, Vice Chair, joining meeting at 5:28 pm

OTHERS PRESENT:

Jean Carr, Library Director
Cindy Turnley, Treasurer
Kathy Walker, Treasurer's Assistant

GUESTS:

Michelle Pong, Town Manager
Kevin Turnley
Rita Mudd

ABSENT:

Ruth Kibby. Secretary

REGULAR MEETING

Bronna Zlochiver, Chair, called the regular meeting of the Vernon Free Library Board of Trustees to order at 4:30 pm

PUBLIC COMMENTS

None

CHAIR'S REMARKS

Bronna Zlochiver thanked Cindy Turnley and Kathy Walker for attending the meeting to assist the trustees in understanding the Vernon Free Library's financial status.

DISCUSSION OF LIBRARY FINANCES WITH TOWN TREASURER

Cindy Turnley provided the trustees with a nine year profit and loss statement ending with fiscal year 2016, fiscal year 2015-2016 accounts payable and salary information. As well, an analysis of library fund raising deposits was received for fiscal years 2014-2018 to date. Cindy very carefully explained the information contained in the reports to the trustees. It was noted that any unused library budget monies go back to the Town Rainy Day fund as the taxpayers appropriated the funding. Chair Zlochiver

thanked Cindy and Kathy for their extensive work to provide the trustees with this information and for taking the time to explain in detail all findings.

The trustees recessed at 5:25 pm and reconvened at 5:30 pm with Melissa Ferris joining the meeting.

Melissa Ferris received an update of the information provided by the Town Treasurer and Assistant.

DIRECTOR'S REPORT

Jean Carr updated the trustees on the current fiscal year budget to date. It was also noted that the annual appeal gift envelopes have arrived. Winter business hours were discussed and it was decided to remain open the same hours year round. The Vernon Free Library will close on Saturday, November 11 to observe Veteran's Day and the usual Thanksgiving Day schedule will remain in effect. Jean also expressed that reports for the Town Report are due by Christmas.

OLD BUSINESS

FY 2016-2017 Budget Overage

- The trustees tabled the budget overage discussion until the next Trustees meeting when (hopefully) all trustees will be present.

Fundraising – Annual Appeal Letter

- Minor changes were suggested for the annual appeal letter. The changes will be made and an original will be left in the Vernon Free Library office for all trustees to sign. The mailing list will be complete by November 1 and preparation for mailing will be completed for a November 15, 2017 mail date.

EXECUTIVE SESSION

None

ANNOUNCEMENTS/INFORMATION

The next regularly scheduled meeting of the Vernon Free Library trustees is set for Wednesday, November 8, 2017 at 4:30 pm

MEETING ADJOURNED AT 6:25 PM

Respectfully submitted,
Ellen Hardy
Substitute Secretary