

**DRAFT**

**Vernon Free Library Board of Trustees  
Regular Meeting  
February 9, 2022**

**MEMBERS PRESENT:**

Joanne Leveille, Chair  
Ian Hefele, Vice Chair  
Kristin Bratton, Clerk  
Ellen Hardy, Secretary  
Julie Nevins

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

Kathy Korb

**REGULAR MEETING:**

Joanne Leveille called the meeting to order at 5:33 p.m.

**CHAIR'S REMARKS:**

None

**OPEN MEETING – PUBLIC COMMENTS:**

Kathy Korb questioned the amount donated to the 2021/2022 annual appeal. Review of this topic is in the Director's Report but at end of meeting, was asked if the amount of \$6,910 in total funds received satisfied the inquiry.

**AGENDA ADDITIONS/CORRECTIONS:**

None

**APPROVAL OF MINUTES:**

**A motion was made by Kristin Bratton to accept the minutes of the January 12, 2022 Regular Meeting as corrected.** Seconded by Julie Nevins. Carried 4-0. Ian Hefele abstained as he was not at the meeting.

**CORRECTION:** Within the Library Director's report under the Public Library Report, wording was changed in the second sentence to, "An extension has been granted until January 14, 2022.", scratching "due to technical issues for submission."

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:** FY 21/22 expenditures are at 60.82% of the budget at 57.52% of the fiscal year;
- **ANNUAL APPEAL:** Total donations to date are \$6,910. Expenses were \$684.42;
- **ARPA GRANT:** A sneeze shield has been purchased and installed between the public computers. The sneeze shield cost was \$105. The Library had proposed spending \$130.

Air Purifiers need to be larger than proposed as the air exchange is not adequate with the smaller purifier. It appears the library could get the larger ones for \$699 each plus shipping. Full price is \$999. There is a \$300 discount. The library had proposed spending \$1,300. The filters are more expensive - \$355 plus shipping. Proposed spending was \$260;

- **AIR QUALITY METERS:** VTLIB offered to purchase Air Quality Meters for libraries expressing interest. The Library Director completed the form expressing our interest. This will also involve training that will be done by VTLIB;
- **EBOOK & E AUDIO:** VTLIB is moving ahead with plans to offer a new program to libraries. There will be one app for patrons to use and have access to VTLIB's program and LUV;

- SUMMER READING PROGRAM: VTLIB will be offering \$300 in grant money for the Summer Reading Programs this year for performers and/or supplies. There will be an information session on February 16, 2022. Grant application will also open that day. Summer Reading Program workshops will be happening in March. The Library Director has registered to attend both that are offered;
- VERMONT DEPARTMENT OF LIBRARIES NEWSLETTER for February has further information about their offering as discussed above. The Library Director would encourage everyone to read it!

**A motion was made by Kristen Bratton to approve the purchase of the larger air purifier system with ARPA grant monies.** Seconded by Ian Hefele. Carried 5-0.

#### **NEW BUSINESS:**

- The Library Director updated the Director – Adult & Youth Services Librarian job description which was reviewed and discussed. The job description will be further reviewed and modified.
- The Library Director updated the Library Assistant job description which was reviewed and discussed. The job description will be further reviewed and modified.
- Kristen Bratton requested a gift fund expenditure for the purchase of a cart with storage for supplies for the Cricut machine. Michaels offers an adequate cart and has one in stock in their Keene store for \$89.99 with a 20% discount (making total expenditure \$70.99). **It was moved by Julie Nevins to purchase the Cricut cart from Gift Fund monies.** Seconded by Ian Hefele. Carried 5-0.

Kristin Bratton also questioned the Board of Trustees about using gift fund monies to purchase new window treatments for the Library. The Library has 13 windows which would require new dressing. Kristin Bratton will research options and report back at an upcoming meeting.

Ellen Hardy asked if the Library should have a formal policy for making expenditures from the Gift Fund. “Gift Fund expenditures can be made to help with Library improvements and to expand services.”

#### **ANNOUNCEMENTS/INFORMATION:**

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, March 9, 2022 at 5:30 p.m. This will be a hybrid meeting.

**A motion was made by Kristin Bratton to adjourn the meeting at 6:56 p.m.** Seconded by Julie Nevins. Carried 5-0

Respectfully submitted,

Ellen Hardy, Recording Secretary