

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
April 10, 2024**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Julie Nevins, Vice-Chair
Kristin Bratton, Clerk
Nicole Deyo, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:50 pm.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No remarks.

AGENDA ADDITIONS/CORRECTIONS:

No additions. No corrections

APPROVAL OF MINUTES:

- **Kristin Bratton moved to accept the minutes of the March 13, 2024 regular meeting as written.** Cassie Sailsman seconded. The motion carried 4-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:**
 - FY 23/24 – Expenditures are at 73.17 % of budget from tax appropriation. We're 77.53% through the fiscal year.
- **VTLIB INTERLIBRARY LOAN COURIER SYSTEM:** The agreement & contract with VTLIB & Priority Express has been signed and covers the period April 1, 2024 through September 30, 2026 for \$26.30 per one stop/week & one bin up to fifty pounds.
- **FIBERCONNECT:** Installation of new cables has been completed by Southern Vermont Tel. Next Bill Vermouth will be providing and installing new equipment including an additional access point in the back of the library where the internet signal is very weak.
- **APRIL PROGRAMS:**
 - **PUZZLE TOURNAMENT** has been rescheduled Saturday, April 20 from 10 to 12 am.
 - **EES STORY TIME** is planned for April 23 at 1:30 to 2:30 pm. I have been helping them with publicity.
- **UPGRADED LIBRARY WEBSITE** has gone live!

- CHILDREN’S LIBRARIAN JOB DESCRIPTION is almost complete. Once completed I will begin to advertise the position.
- TOWN WIDE YARD SALE is planned for Saturday, June 1, sponsored by Friends of Vernon Center @ Governor Hunt House. They will not be doing a Bake Sale. They have offered us the opportunity to have a sign posted at Governor Hunt House advertising our book & bake sale.

NEW BUSINESS

- **Begin Reviewing:**
 - **General Operations**
 - Typographical and formatting initiated
 - Amended wording of Application of Library Personnel Policies (Page 12)
 - Amended wording of Holiday Pay for Staff (Page 12)
 - **Kristin Bratton moved to approve the 2024 General Operation. Julie Nevins seconded. The motion carried 4-0.**
 - **By-Laws**
 - **Julie Nevins moved to approve the 2024 By-Laws. Kristin Bratton seconded. The motion carried 4-0.**

OLD BUSINESS

- **Logo Contest**
 - Flyer in work.
 - Finalize graphics and design May 8
 - Submission deadline: July 31
 - Decision date: August 14
 - Logo Requirements: Original designs only, has to say “Vernon Free Library”
- **Raffle Planning**
 - Flyer in work.
 - Added donor information to the flyer.
 - Finalize graphics and design May 8
 - Raffles at the Book Sale: June 1
 - Raffles at the Vernon Market: June 6 and 20
 - Julie Nevins and Cassie Sailsman to attend June 6
 - All trustees are tentative for June 20
 - First drawing to be early July
 - Signed Thank You cards for donors

ANNOUNCEMENTS/INFORMATION:

Trustees’ next regular meeting will be Wednesday May 8th, 2024 at 5:45 pm in person at the library and electronically on the Zoom virtual meeting platform.

A motion was made by Julie Nevins to adjourn the meeting at 6:58 p.m. Seconded by Kristin Bratton. Carried 4-0.

Respectfully submitted,
Nikki Deyo, Secretary