

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
October 9, 2024**

MEMBERS PRESENT:

Julie Nevins, Vice-Chair
Kristin Bratton, Clerk
Nikki Deyo, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

Wendy Shumway

MEMBERS ABSENT:

Cassie Sailsman, Chair

REGULAR MEETING

Julie Nevins called the meeting to order at 5:48 pm.

CHAIR'S REMARKS:

Julie Nevins welcomed Wendy Shumway to the meeting.

OPEN MEETING—PUBLIC COMMENTS:

No comments from the public.

AGENDA ADDITIONS/CORRECTIONS:

No additions or corrections.

APPROVAL OF MINUTES:

- Approval of minutes was tabled until November 13, 2024 regular meeting due to lack of quorum for members who were present during the September 11, 2024 regular meeting

LIBRARY DIRECTOR'S REPORT:

- FINANCIAL
 - FY 24/25 Expenditures from tax appropriations is 22% of budget. We're at 27.4% through the fiscal year.
- RHYME TIME
 - Day has been changed to Mondays at 10:30 am as per request of participants.
 - 6 children & 5 adults attended this week. Participation is increasing.
- BIBLIO+
 - Publicity has gone out in Vernon Newsletter, our website and facebook (library page & Vernon page). People have been excited about this option.
- PIPER MOUNTAIN WEBS, LLC will be terminating October 1, 2025 upon the owner's retirement. I've forwarded the emails with other options presented by Piper Mountain Webs.

- The trustees agreed to use estimates from Piper Mountain Webs suggestions to inform budget planning, but will start the process to transition to a new website in January. We will check-in on this issue as needed in the meantime.
- COURIER GRANT REPORT is due October 31 and I am working on that.
- ANNUAL PUBLIC LIBRARY REPORT is due December 31.
- SUMMER READING PROGRAMING GRANT REPORT & SUMMER READING PROGRAM STATISTICS REPORT have been submitted.
- BUDGET MEETING WITH SELECTBOARD is scheduled for Tuesday, December 3 after their regular meeting.
- CAPITAL PROJECT GRANT from VT LIB was not granted to us.
 - The trustees thanked the Library Director for all the effort applying for this grant. Although the awarded projects address similar issues as the Vernon Free Library application (e.g., building accessibility), it is clear that only one award was granted per county and that the awarded projects were substantially larger than what we were looking for at this time.
- BOOK SALE: I have done a massive amount of weeding. Myself and the staff are planning to do a Book Sale on Election Day.
 - The trustees offered to help as staff need it.
- VACATION DAYS: I will be using vacation days to care for my granddaughter when she has no school.

NEW BUSINESS:

- **Trustee Report & Articles**

- Julie Nevins will draft the report and articles for other trustees to review before discussion at the November 13, 2024 regular meeting.

OLD BUSINESS:

- **Budget Planning**

- The trustees and Library Director reviewed budgets and actuals from previous fiscal years and began drafting a budget for FY 2025-2026. We will review and finalize at the November 11, 2024 regular meeting in preparation for presentation to the Selectboard on December 3.

- **Annual Appeal Planning**

- Kristin Bratton will finalize the draft postcard and submit to the printer in the next 2 weeks, aiming for postcards to be mailed in early November. New this year: the postcards will include an option for online donations!
- Estimates for the annual appeal include \$477.96 for printing the postcards and \$220 for postage.
- **Kristin Bratton moved to spend up to \$800 from the gift fund on printing and postage for the Annual Appeal.** Nikki Deyo seconded. Carried 3-0.

- **Raffle Check-In**

- No discussion needed

- **Logo Contest Check-in**

- We were lucky to have a number of excellent submissions.
- The trustees narrowed the list. Kristin Bratton will work to digitize one of the submissions to ensure it can meet technical needs.

EXECUTIVE SESSION

Kristin Bratton moved to enter into executive session with Wendy Shumway to discuss the appointment of a public officer or employee pursuant to Title 1, Section 313(a)(3), of the Vermont Statutes. Nikki Deyo seconded. Carried 3-0.

The Trustees entered into executive session at 7:00 PM.

The Trustees left the executive session at 7:17 pm. No decisions were made in Executive Session.

Kristin Bratton moved to nominate Wendy Shumway to serve as a Library Trustee and fill the vacant seat in the interim until the next Town Meeting. Nikki Deyo seconded. Carried 3-0.

Julie Nevins will ask the Town Administrator to add the Trustees to the agenda of an upcoming Selectboard meeting to request Selectboard approval for Wendy Shumway to serve as a Library Trustee.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, November 13, 2024 at 5:45 p.m. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 7:32 p.m. Seconded by Nikki Deyo. Carried 3-0.

Respectfully submitted,
Julie Nevins, Vice-Chair