

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

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Janis Pereira, Recording Secretary
Kristen Dietrich
Joanne Leveille
Amy Emery

OTHERS PRESENT:

Jean Carr, Library Director

MEMBERS ABSENT:

None

GUESTS:

Elaine Dietrich
Kathy Korb

REGULAR MEETING:

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

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna welcomed everyone to the meeting and spoke briefly about the FY 2019-2020 Library budget as approved at Town Meeting, thanking Jean for her informative presentation.

ADDITIONS/CORRECTIONS TO THE AGENDA:

None

APPROVAL OF THE MINUTES:

- ❖ **A motion was made by Bronna to accept the minutes of the February 6, 2019, regular meeting of the Vernon Free Library Board of Trustees as corrected to read: "Trustees reviewed the report of the initial meeting on January 30, 2019, of the Gift Fund Subcommittee (Jean, Ellen, Kristen, Janis, and Elaine)." Seconded by Kristen. Carried 3-0, 2 abstentions.**

LIBRARY DIRECTOR'S REPORT:

- ❖ Budget: At 69.59% into FY 2018-2019, Library expenditures are at 65%.
- ❖ Town Officers Education Conference: Jean reminded Trustees that she forwarded an email announcing the conference dates (April 4 at Lake Morey Inn in Fairlee, VT, and April 11 at Holiday Inn in Rutland, VT).
- ❖ New Trustees should sign up for the Trustees listserv with Josh Muse (joshuamuse@vermont.gov)
- ❖ Children's Area Renovation: Jean has contacted Demco. Their quote department is working on pricing and will be getting back to her.

- ❖ Summer Reading Program: Jean has begun working on the Vermont Department of Libraries 2019 Summer Reading Program grant..
- ❖ The E-Rate Grant has been signed and submitted.

OLD BUSINESS:

- ❖ Gift Fund Investment Policy and Strategy: Trustees received a report from the Gift Fund Subcommittee (Jean, Kristen, and Janis).
- ❖ Update on Grants Research: Elaine spoke about her recent experience contacting potential grant making organizations.

NEW BUSINESS:

- ❖ **A motion was made by Janis to appoint Bronna to be Chair of the Vernon Free Library Board of Trustees. Motion seconded by Kristen. Carried 5-0.**
- ❖ **A motion was made by Bronna to appoint Joanne to be Vice Chair of the Vernon Free Library Board of Trustees. Motion seconded by Amy. Carried 5-0.**
- ❖ **A motion was made by Kristen to appoint Janis to be Recording Secretary of the Vernon Free Library Board of Trustees. Motion seconded by Bronna. Carried 5-0.**
- ❖ **A motiion was made by Bronna to meet on the second Wednesday of each month at 5 pm. Motion seconded by Joanne. Carried 5-0.**
- ❖ Trustees discussed asking Lara Keenan, the Vermont Department of Libraries representative, to give an orientation session on Open Meeting Law; Vernon Free Library's relationship with the Department of Libraries, and the roles and responsibilities of Library Trustees. Bronna will contact Lara to invite her to a future meeting.
- ❖ Bronna asked that Trustees review the Planning and Fund Raising Calendars, the Library General Operating Procedures, and the Bylaws. Trustees will discuss these documents at our April 10, 2019, regular meeting.
- ❖ Trustees briefly discussed the successful adoption of the Library budget at the 2019 Town Meeting.

EXECUTIVE SESSION:

None

ANNOUNCEMENTS/INFORMATION:

- ❖ The next Trustees' meeting will be Wednesday April 10, 2019, at 5 pm

MEETING ADJOURNED AT 6:01 PM.

Respectfully Submitted by

Janis Pereira, Recording Secretary