

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
January 8, 2020**

**MEMBERS PRESENT:**

Bronna Zlochiver, Chair  
Joanne Leveille, Vice Chair  
Kristen Dietrich, Recording Secretary  
Elaine Dietrich

**OTHERS PRESENT:**

Jean Carr, Library Director

**MEMBERS ABSENT:**

Ian Hefele

**GUESTS:**

Deb Berryere  
Kathy Korb

**REGULAR MEETING:**

Bronna Zlochiver called the meeting to order at 5:00 pm.

**PUBLIC PARTICIPATION:**

None

**CHAIR'S REMARKS:**

Bronna Zlochiver welcomed everyone to the meeting.

**ADDITIONS/CORRECTIONS TO THE AGENDA:**

- **A motion was made by Joanne Leveille to add Bills & Warrants procedure; putting Library Assistant position on Town Payroll grid; and revised Town Travel/Reimbursement Policy to New Business.** Seconded by Elaine Dietrich. Carried 4-0.

**APPROVAL OF THE MINUTES:**

- **A motion was made by Kristen Dietrich to accept the minutes of the December 18, 2019, regular meeting as corrected.** Seconded by Joanne Leveille. Carried 4-0.

**CORRECTIONS to the December 18, 2019 Minutes**

- Approval of the November 13, 2019 Minutes should come before Corrections to the November 13, 2019 Minutes.

**STRATEGIC PLANNING:**

- Continuing the Harwood Community Conversations process facilitated by Deb Berryere.

**LIBRARY DIRECTOR'S REPORT:**

- Budget: Expenditures are at 51.95%. We're at 52% of the fiscal year.
- Annual Appeal: received \$3965, pledged \$1000. Expenses: printing letter \$231.60, envelopes & labels \$73.67, remittance envelopes \$214.31, postage-15 coils of stamps \$825, total \$1344.58.
- Little Library Workshop will be January 25, 2020, from 10 AM to 2 PM.

**OLD BUSINESS:**

- Library Articles for the 2020 Town Meeting have been submitted to the Town Administrator.

**NEW BUSINESS:**

- Library Director Job Description will be discussed at a future meeting.
- Strategic Planning will be discussed at a future meeting.
- Town Travel/Reimbursement Policy will be discussed at the March 11, 2020, meeting.
- **A motion was made by Joanne Leveille to create a Clerk of the Library Trustees to regularly review and sign off on expenditures.** Seconded by Kristen Dietrich. Carried 4-0.
- **A motion was made by Elaine Dietrich to nominate Joanne Leveille to be the Library Trustees' Clerk.** Seconded by Kristen Dietrich. Carried 4-0.
- **A motion was made by Joanne Leveille to put the Library Assistant position on the Town Payroll Grid at Step 1.** Seconded by Kristen Dietrich. Carried 4-0.

**ANNOUNCEMENTS/INFORMATION**

- Trustees' next regular meeting will be Wednesday, February 12, 2020, at 5 pm.  
Remaining 2020 Coffees with Sara Coffey: February 1, 10-11 am; April 4, 10-11 am; May 3, 10-11 am.

**MEETING ADJOURNED AT 6:30 PM.**

**Respectfully Submitted by**

**Kristen Dietrich, Recording Secretary**