

FINAL

**Vernon Free Library Board of Trustees
Regular Meeting
August 11, 2021**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair
Kristin Bratton, Clerk
Ellen Hardy, Secretary (left meeting at 6:00 p.m.)
Ian Hefele (joined meeting at 5:18 p.m.)

STAFF:

Jean Carr, Library Director

REGULAR MEETING:

Bronna Zlochiver called the meeting to order at 5:02 p.m.

CHAIR'S REMARKS:

Bronna Zlochiver distributed hand-outs of Trustee responsibilities accumulated from various resources. It was also announced that the Little Free Library is going to be installed on the Vernon Elementary School grounds on Friday, August 13, 2021.

PUBLIC PARTICIPATION:

None

AGENDA CORRECTIONS/ADDITIONS:

None

APPROVAL OF MINUTES:

A motion was made by Joanne Leveille to accept the minutes of the regular July 14, 2021 minutes as written. Seconded by Kristin Bratton. Carried 4-0. Ian Hefele had not yet joined the meeting.

LIBRARY DIRECTOR'S REPORT:

- Financial: FY 20/21 Final Budget Status – Expenditures were 98.02% of budget. FY 21/22 is at 9.86% of the fiscal year with expenditures at 8.57%;
- The ARPA grant application was completed and submitted by the August 9 deadline. The total grant request was \$3,483.00;
- The Courier Service Grant will be completed by August 31. The grant will pay for half the price of the weekly courier stop - \$536.77 annually;
- Re-Opening – Fifty-five people visited the Vernon Free Library its first week open;
- Summer Reading Program – 10 juveniles and 1 young adult have signed up thus far;
- RB Digital/Overdrive through VT LIB will completely disappear by the end of August. LIBBY will continue;
- New Assistant, Abbey Buedinger, is doing very well. She learns very fast and seems to enjoy her job;
- Jean Carr will be going on vacation September 11 through September 18, 2021.

NEW BUSINESS

- Bronna Zlochiver asked all Trustees to review Library staff job descriptions contained in the Trustee manuals. Bronna Zlochiver, Ian Hefele and Jean Carr will work together to update the Library Director's job description.
- The VT LIB Trustee Handbook should be contained in the Trustee manual. Bronna Zlochiver asked Trustees to make certain the most up to date version is included (6th edition, October 2014) and become familiar with its content.

OLD BUSINESS

- **A motion was made by Ian Hefele to ratify the General Operating Procedures to include the Junteenth holiday.** Seconded by Joanne Leveille. Carried 5-0.
- Update on ARPA funding was included in the Library Director's report.
- In a continuation of discussion regarding fund raising, Kristin Bratton presented a mock up of a post card to be utilized for the year-end annual giving appeal. Kristin Bratton and Ellen Hardy to get quotes for printing.

EXECUTIVE SESSION:

A motion was made by Bronna Zlochiver pursuant to 1 V.S.A. §313(3)(a)(3), the Trustees and Jean Carr, Library Director will enter into Executive Session to discuss a personnel matter at 5:50 p.m. Seconded by Joanne Leveille. Motion carried 5-0.

Trustees and staff exited Executive Session at 6:25 p.m. No decisions were made.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held September 8, 2021, at 5:00 p.m.

Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Ellen Hardy, Recording Secretary (through 6:00 p.m.)
Bronna Zlochiver (from 6:00 p.m. to 6:27 p.m.)