

**Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
May 11, 2022**

**MEMBERS PRESENT:**

Joanne Leveille, Chair  
Ian Hefele, Vice Chair  
Kristin Bratton, Clerk  
Julie Nevins  
Cassie Sailsman

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

Kathy Korb

**REGULAR MEETING:**

Joanne Leveille called the meeting to order at 5:32.

**CHAIR'S REMARKS:**

No remarks

**OPEN MEETING—PUBLIC COMMENTS:**

Kathy Korb expressed gladly that the library was well-received at Town Meeting earlier this month.

**AGENDA ADDITIONS/CORRECTIONS:**

No additions/corrections.

**APPROVAL OF MINUTES**

**A motion was made by Kirstin Bratton to accept the minutes of the regular April 13, 2022 meeting as written.** Seconded by Ian Hefele. Carried 3-0, Joann Leveille and Cassie Sailsman abstained as they were not at the meeting.

**LIBRARY DIRECTOR'S REPORT:**

- **FINANCIAL:** FY 21/22 expenditures are at 82.22% of the budget at 85.75% of the fiscal year;
- **SPRING RAFFLE:** \$188 were donated in the fundraiser;
- **ARPA Grant Round 2:** The budget was sent to all Trustees last week. The deadline has been extended to May 18 as some libraries were having difficulty getting their UEI number. The application will be submitted in time for the new deadline.
- **ORIENTATION FOR TRUSTEES:** There are many short (5-10 minute) videos on the VTLIB website for orient trustees:  
[https://libraries.vermont.gov/services/public\\_libraries/trustees](https://libraries.vermont.gov/services/public_libraries/trustees). There are videos on:

Division of Duties, Trustees' Role and Responsibilities, Open Meeting Law, and more!

- TRUSTEE LISTSERV: Trustees should contact Josh Muse to be added to the email list: [joshua.Muse@vermont.gov](mailto:joshua.Muse@vermont.gov)
- WEBSITE UPDATE: Our webmaster will be doing a major update/upgrade next year. There will be a one-time fee of \$850 for this, which will cover the additional time and staffing required for the update. The funds for this update were not included in FY 22/23 budget that was just approved because the webmaster did not inform the Library Director about this expense in time. The Trustees determined that some of the funds can be taken from the marketing/fundraising line item, and additional funds can be raised from the gift fund.
  - The changes will start now, and should take 10-12 months to complete
  - This may be an opportunity to make the website more user-friendly, and provide the Library Director with more control over the layout and navigation of the website.
  - The webmaster will ask the Library Director for feedback before making the updates.
  - Per the Trustees' request, the Library Director will ask whether the webmaster can add a button for monetary donations to the website;

#### NEW BUSINESS:

- The Trustees set the meeting times and reorganized the board.
  - **A motion was made by Ian Hefele that the Trustees meet on the second Wednesday of each month at 5:30 PM for the next year. The meetings will be held in the Vernon Free Library with Zoom options as the COVID-19 pandemic dictates.** Seconded by Joann Leveille. Carried 5-0.
  - Kristin Bratton nominated Cassie Sailsman to serve as the Chair. Seconded by Ian Hefele. Carried 4-0. Cassie Sailsman abstained.
  - Joann Leveille nominated Ian Hefele to serve as the Vice-Chair. Seconded by Kristin Bratton. Carried 4-0. Ian Hefele abstained.
  - Kristin Bratton nominated Julie Nevins to serve as the Secretary. Seconded by Cassie Sailsman. Carried 4-0. Julie Nevins abstained.
  - Joann Leveille nominated Kristin Bratton to serve as the Clerk. Seconded by Julie Nevins. Carried 4-0. Kristin Bratton abstained.
- The Trustees reviewed the General Operating Procedures and By-Laws and there were no changes from FY 21/22. The Board will update the names of the officers and officially sign the document at the June 8, 2022 meeting.
- Library Director Performance Review—Kristin Bratton sent a blank performance review form to all Trustees. Trustees will individually complete the form for discussion and compilation in Executive Session during the June 8, 2022 meeting.

Cassie Sailsman will not complete a form, as she has just joined the Board. The Secretary will send the compiled review to the Library Director at the end of the June 8, 2022 meeting. The Library Director will complete a self-evaluation for discussion in Executive Session during the July 13, 2022 meeting.

**Old Business**

- Gift Fund Policy Document—**Kristin Bratton made a motion to approve the policy as written.** Ian Hefele seconded the motion. Carried 5-0.
  - Julie Nevins has continued to work on a long-term plan for future purchases from the gift fund, and will share the Google Document with the notes with the Board. This includes a draft survey asking for ideas from Library staff and long-term volunteers. Based on the feedback from the first survey, the Board will develop questions to request feedback from the public.
  - Julie Nevins will complete a draft of the survey in time for June 8, 2022 meeting so the Board can distribute the survey in June.
- Gift Fund Expenditure—Kristin Bratton is researching pricing and supply options for new blinds for the windows. The discussion was tabled until the June 8, 2022 meeting.

**ANNOUNCEMENTS/INFORMATION:**

- The Book and Bake Sale will be held in conjunction with the town-wide tag sale on May 21, 2022 from 8 AM to 12:00 PM. Please inform Kristin Bratton or Jean Carr if you are able to provide individually wrapped baked items, which may be delivered to the Library on Thursday, May 19, 2022 or the day of the sale. Watch for flyers shortly! The book sale will be set up a few days prior to the sale and will be dismantled by June 3, 2022.
- The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, June 8, 2022 at 5:30 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 6:56 PM. Seconded by Kristin Bratton. Carried 5-0.**

Respectfully submitted,

Julie Nevins, Recording Secretary