

Vernon Free Library Board of Trustees  
Regular Meeting Minutes  
Nov 9, 2022

**MEMBERS PRESENT:**

Cassie Sailsman, Chair  
Kristin Bratton, Clerk  
Julie Nevins, Secretary

**STAFF:**

Jean Carr, Library Director

**GUESTS:**

**MEMBERS ABSENT:**

**REGULAR MEETING**

Cassie Sailsman called the meeting to order at 5:36 pm.

**CHAIR'S REMARKS:**

No remarks.

**OPEN MEETING—PUBLIC COMMENTS:**

No public comments.

**AGENDA ADDITIONS/CORRECTIONS:**

No additions/corrections.

**APPROVAL OF MINUTES**

Changed “the country” to “Vermont” under Courier section of Library Director’s report in the October 12, 2022 minutes.

**A motion was made by Kristin Bratton to approve the minutes the regular October 12, 2022 meeting as corrected.** Seconded by Julie Nevins. Carried 3-0.

**LIBRARY DIRECTOR’S REPORT:**

- **FINANCIAL:**
  - FY 22/23 – Expenditures from tax appropriations are at 31.77% and we’re 34.5% through year.
- **NEW VOLUNTEER:** Our new volunteer has started. She’s fantastic and coming in on Monday afternoons.
- **COURIER GRANT:** Certification & Expenditure report has been completed and submitted.
- **SUMMER READING PROGRAM:** Survey report has been completed. This qualifies us to receive materials for the next summer reading program free through VTLIB.
- **SUMMER READING PROGRAM MATERIALS THROUGH VTLIB** for 2023 have been ordered.
  - “All together now” is the 2023 theme.
- **NEW OFFICE COMPUTER:** Still needs to be ordered.
- **STORYWALK®:** I was not able to do the Halloween Storywalk® as I was out sick.

- ASPEN TRAINING: I've been attending the ASPEN Trainings weekly. It's been a helpful review and I've been able to tweak some things.
- TOWN SALARY SURVEY:
  - Some tentative results are in, but the final report is not complete. This is holding up the Selectboard's ability to approve budgets.

## NEW BUSINESS

- **Trustee Report and Articles**
  - Report should address the Board's accomplishments for the year.
  - Kristin Bratton and Julie Nevins will draft a report and the articles for review and approval at the December 14, 2022 regular meeting.

## OLD BUSINESS

- **Update on the Annual Appeal**
  - We have received \$525 so far, but the appeals.
  - As of this meeting time, we do not have any survey responses so far.
- **Book Sale**
  - So far, we've raised \$72. The books will remain in the lobby until Nov 20, 2022.
  - During the December 14, 2022 regular meeting, the Trustees will consider the total from the sale and whether to do the sale on Election Day next year.
  - Kristin Bratton spoke with Minuteman Press about designing a sign that we can put up for the next book sale.
    - The most cost-efficient price is for 8 24x24in double-sided outdoor signs, including stakes for \$240 (10 mm thick) or \$210 (4 mm thick). There can be a different design on each of the 8 signs, and the thicker signs are more durable.
    - Kristin Bratton will create draft signs and the Trustees will discuss further during the December 14, 2022 regular meeting.
- **Volunteer Appreciation Gift**
  - We will discuss this in Executive Session.
- **Gift Fund Expenditure**
  - We will discuss this in Executive Session.
- **Update Covid Re-Opening Plan**
  - **PHASE FOUR – Resume full service, with Universal Guidance restrictions updated and approved 11/09/2022**
    - STAFF:
      - Face masks will be required when in presence of patrons/visitors and other staff but are not required when behind Sneeze Shield at Circulation desk.
      - Frequent handwashing/hand sanitizing throughout shift
      - Frequently touched surfaces will be sanitized at the end of each shift
    - PATRONS:
      - Staff will disinfect high touch areas and processing returns between 5 & 6 pm
      - Must be free of COVID-19 symptoms &/or exposure
      - Masks required, unless under 2 years old
      - If unable to wear a mask due to health reasons, curbside service is available
      - Patrons will sanitize hands upon entering library (sanitizer station provided)
    - LIBRARY:

- All toys have been removed from Children's area
- Sneeze shields have been installed at Circulation desk
- Sneeze shield are positioned between public computers
- SERVICES:
  - Curbside Service will continue
  - Patrons may visit the Library during regular hours:
    - Monday through Thursday 1 pm to 6 pm
    - Tuesday & Saturday 9 am to 12 noon
- MATERIALS
  - Materials being returned must be left in the outside Return Box or the Return Bin in the library.
  - Book Return outside will be emptied at opening.
  - Returned books will be wiped with disinfectant before becoming available to public.
  - Staff may wear gloves if desired, otherwise handwashing/hand sanitizing will be required after handling returned books.
  - Work station will be wiped down with sanitizer after handling returned books.
- SIGNAGE AT ENTRANCE
  - Warning not to enter if not feeling well or have had COVID-19 exposure
  - Masks & hand sanitizing guidelines
  - Library use guidelines/rules
- The Trustees discussed the library masking policy. There will be no changes to the policy at this time. The Trustees will review the policy again in the spring.
- **Kristin Bratton moved to approve Phase 4 of the Covid Re-Opening Plan.** Julie Nevins seconded. Carried 3-0.

#### **Executive Session if needed**

- **A motion was made by Kristin Bratton pursuant to 1 V.S.A. §313(3)(a)(3), the Trustees will enter into Executive Session to discuss the Library Staff.** Seconded by Julie Nevins. Motion carried 3-0.
- Trustees went into Executive Session at 6:25 p.m. and returned at 6:39 p.m. No decision was made during Executive Session.
- **After returning from Executive Session, Julie Nevins made a motion to spend up to \$600 from the gift fund on volunteer and staff appreciation gifts.** Cassie Sailsman seconded. Carried 3-0.

#### **ANNOUNCEMENTS/INFORMATION:**

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, December 14, 2022 at 5:30 p.m. This will be a hybrid meeting.

**A motion was made by Kristin Bratton to adjourn the meeting at 6:41 p.m.** Seconded by Julie Nevins. Carried 3-0.

Respectfully submitted,

Julie Nevins, Recording Secretary