

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
July 12, 2023**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Doug Rosien, Vice-Chair
Julie Nevins, Secretary

STAFF:

Jean Carr, Library Director

GUESTS:

MEMBERS ABSENT:

Kristin Bratton, Clerk

REGULAR MEETING

Cassie Sailsman called the meeting to order at 5:47 pm.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

Julie Nevins moved to add a second Executive Session to the agenda. Doug Rosien seconded. Carried 3-0.

APPROVAL OF MINUTES:

A motion was made by Doug Rosien to accept the minutes the regular June 14, 2023 meeting as written. Seconded by Julie Nevins. Carried 3-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:**
 - FY 22/23 – Ended June 30. Don't have final figures on expenditures as bills are still being paid.
- **SUMMER READING PROGRAM – “ALL TOGETHER NOW”**
 - Going very well. 25 juveniles & 10 teens have signed up.
 - It will run through Saturday, July 29.
 - We've been very busy this summer and visits have increased.
- **OUTDOOR FURNITURE (table and 4 chairs)**
 - Persons who took the furniture were identified. The Sheriff's Deputies gave them the chance to return the furniture within 24 hours of their speaking to them.
 - The furniture has been returned.

- Library Director will be on vacation September 9 – 16.

NEW BUSINESS

- **Strategic Planning**

- The Trustees discussed moving forward with a public survey to better understand what services Vernon residents would like the library to provide, and what might encourage people to come to the library (or to come to the library more frequently).
- Ideas included:
 - Ensuring the survey is available on paper and electronically, and distributed in common locations around town, through tabling at local events, and by electronic communications, including social media. The Trustees considered holding a raffle for everyone who completes a survey.
 - Keep the survey brief—ideally it will take 5 minutes or less to complete and include mostly multiple choice or ranking questions, with 1 or 2 key short-answer questions.
 - Aim to post the survey during the school year, and keep the response period long enough to collect a sufficient number of responses.
- Julie Nevins will draft a survey and send out before the August 9, 2023 regular meeting.

OLD BUSINESS

- **Final Approval of By-Laws**

- **Doug Rosien moved to approved the By-Laws as written.** Seconded by Julie Nevins. Carried 3-0.

- **VFL employee job descriptions**

- **Julie Nevins moved to accept the VFL employee job descriptions for Library Director and Library Assistant as written.** Doug Rosien seconded. Carried 3-0.

Executive Session, if needed

- **A motion was made by Doug Rosien pursuant to 1 V.S.A. §313(3)(a)(3), the Trustees will enter into Executive Session to discuss the Library Staff with the Library Director.** Seconded by Julie Nevins. Motion carried 3-0.
- Trustees went into Executive Session at 6:22 p.m. and returned at 6:38 p.m. No decision was made during Executive Session.
- **A motion was made by Doug Rosien pursuant to 1 V.S.A. §313(3)(a)(3), regarding appointment or employment or evaluation of a public officer or employee, 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 6:42 p.m. and returned at 7:02 p.m. No decision was made during Executive Session.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, August 9, 2023 at 5:45 p.m. This will be a hybrid meeting.

A motion was made by Julie Nevins to adjourn the meeting at 7:03 p.m. Seconded by Doug Rosien. Carried 3-0.

APPROVED AS WRITTEN 10/25/23

Respectfully submitted,
Julie Nevins, Secretary