

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
June 14, 2023**

MEMBERS PRESENT:

Cassie Sailsman, Chair
Doug Rosien, Vice-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 6:34 pm.

CHAIR'S REMARKS:

No remarks.

OPEN MEETING—PUBLIC COMMENTS:

No public comments.

AGENDA ADDITIONS/CORRECTIONS:

Kristin Bratton moved to move final approval of the bylaws to old business. Doug Rosien seconded. Carried 3-0.

APPROVAL OF MINUTES:

Julie Nevins entered the meeting at 6:38 pm.

A motion was made by Kristin Bratton to accept the minutes the regular May 3, 2023 meeting as corrected. Seconded by Doug Rosien. Carried 4-0.

LIBRARY DIRECTOR'S REPORT:

- **FINANCIAL:**
 - FY 22/23 – Expenditures from tax appropriations are at 87.66% and we're 95.34% through year.
- **PLANT SALE on May 13th**
 - This was well attended. Two residents set up to sell their plant starts and were pleased with how they did.
- **PALACE APP**
 - We are now part of the Palace Project which makes the Palace App available for our patrons. There are still some things to do in the final phase of setting this up.
- **SUMMER READING PROGRAM – "ALL TOGETHER NOW"**
 - I've been working on developing the program.

- It will begin on Monday, June 26 and run through Saturday, July 29.
- **OUTDOOR FURNITURE (table and 4 chairs)**
 - It was noticed on Monday, June 12, 2023 that our table and chairs were missing.
 - Upon reviewing the Security Camera footage with the town Administrator, the furniture was taken on Wednesday, June 7, 2023 at approximately 3:30 pm. Video revealed a couple stopped on Burrows Road, got out, carried the furniture to the edge of the road next to their car and proceeded to load it into their car and drove away. It took them about 10 minutes.
 - There were no cars in the parking lot in front of the building.
 - The Sheriff's department was notified by me and the Town Administrator. They have been in contact with the Town Administrator. I will be following up with the Town Administrator.
- **FY 22/23**
 - The fiscal year ends on June 30, 2023.
 - I've been inventorying our supplies and ordering what we need.
- **GIFT FUND EXPENDITURE**
 - I would like to suggest that the Trustees entertain the idea of replacing the chairs around the conference table in the library. We have a mismatched collection at the table now. And it was not that long ago that a chair broke apart as a trustee was sitting in it for a meeting. It would look very nice to have new, matching chairs at the table!

NEW BUSINESS

- **Website ideas**
 - Doug Rosien presented a number of ideas to make the Library website clearer and easier to use.
 - Kristin Bratton will contact the webmaster about making some of these changes and making it easier for library staff/volunteers to implement changes in the future.
 - Trustees will review the list of suggestions and bring additional ideas to the July 12, 2023 regular meeting.

OLD BUSINESS

- **Review/update VFL employee job descriptions**
 - The revisions highlight the work the Library Director does, which now also includes many duties of the Adult & Youth Services Librarian. Further, the Assistant Librarian job description should serve as a tool in the employee evaluation process.
 - Minor edits were proposed, including to update "10-15 hours" to "a maximum of 20 hours" in the Assistant Librarian job description.
 - Julie Nevins will send the revised descriptions to the Trustees to review and approve during the July 12, 2023 regular meeting.
- **Update on contractors for potential Capital Grant projects**
 - Cassie Sailsman has developed a list of potential contractors for the proposed work and will call them for quotes for Trustees to review during the June 14, 2023 meeting.
- **By-Laws**
 - The Trustees tabled this issue and will vote on final approval of the By-Laws during the July 12, 2023 regular meeting.

ANNOUNCEMENTS/INFORMATION:

The next regular meeting of the Vernon Free Library Board of Trustees will be held Wednesday, July 12, 2023 at 5:45 p.m. This will be a hybrid meeting.

A motion was made by Kristin Bratton to adjourn the meeting at 7:49 p.m. Seconded by Doug Rosien. Carried 4-0.

Respectfully submitted,
Julie Nevins, Secretary