

Castleton Free Library
Board Meeting Minutes
August 24, 2020
Approved

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Patrick Keller (Pat K), Pam Arel, Joan Brown
Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Director
Community Members: none

The meeting, via Zoom conferencing, was called to order by Chair Nancy Mark at 5:33pm.

Agenda:

1. Motion to approve August 3rd minutes made by Joan and seconded by Pat K.
Minutes reviewed and will be revised for approval at next meeting.
Motion to approve August 20th Public Forum minutes made by Pat K and seconded by Pam.
Motion passed.
2. Motion to approve Bills/Financial Statements made by Joan and seconded by Pat K.
Motion passed.
3. Memorandum of Understanding-2nd review
 - Committee will continue to revise/review for further discussion at next meeting.
 - Jan will send out personnel policies to help with revisions/review.
4. Payroll protocol from Vt. Department of Libraries
 - Logs need to be approved prior to time sheet submission.
 - Reason for logs: to be able to answer any questions regarding what was completed when library building was closed.
 - Example of work topics: comparison of circulation during Covid as compared to last year at same time with numbers of 2082 circulations last year and 2531 circulations this year.
 - At next meeting, librarian log of work topics in report form.
 - It is suggested that all time sheets be submitted at same time with cc to Board Chair.
 - Logs to Board Chair-> time sheets approved by Chair prior to payroll submission.Motion to approve logs and time sheets by Chair prior to payroll submission made by Pat K and seconded by Pam.
Motion approved.
5. Job descriptions-2nd review
 - Further review is needed.
 - Four descriptions to be reviewed: Library Director, Children's Librarian, Adult Services Director and Library Technology Specialist.
 - Formatting should be unified throughout.
 - Subcommittee formed to include Pat S, Pat K, Mary and Jan.
 - Drafts to be ready for next meeting.

6. Website review and discussion

- Update needed.
- Often comes up as “malware”.
- Subcommittee established with Pam, Jan and Mary.
- Recommendations for “likes and dislikes” to be sent to subcommittee.
- Web designer needed.
- Ultimately may need to consider website as Library Technology Specialists duty.

7. Librarians’ report

Summer summary:

- Children’s’ section September 1st opening with 2 adults only.
- Limited opening September 14th with one family or no more than 6 people.
- Close adult supervision with masks and precautions.
- 15 minute limits

Fall:

- Continue Theme Bags
- Help Home Schoolers

Motion made to open Children’s Section September 1st for 2 adults then September 14th for limited use by one family or no more than 6 people with all precautions followed such as masks and hand sanitizer for 15 minute at a time by Pat K and seconded by Pam. Motion passed.

Jan to present plan.

Adult programming:

- October “Rooted in Vermont”
- October 15th program with Joe Mark
- Live music streaming around the holidays

Motion to adjourn and continue agenda at a special meeting for August 31, 2020 made by Pat S and seconded by Joan.

Motion passed.

Meeting adjourned by Chair Nancy Mark at 7:41pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk