

Castleton Free Library  
Board Meeting Minutes  
September 28, 2020  
APPROVED

Present:

Board: Chair Nancy Mark, Patrick Keller (Pat K), Pam Arel, Joan Brown, Pat Schroeder (Pat S)  
Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Librarian  
Community Members: Tom Kearns

The meeting, via Zoom conferencing, was called to order by Chair Nancy Mark at 5:34pm.

Agenda:

Motion to approve the agenda made by Joan and seconded by Pat K.

Motion passed.

1. Motion to approve minutes (as amended) for 8-24-2020 made by Joan and seconded by Pat K.

Motion passed.

2. Motion to approve minutes for 8-31-2020 made by Pat K and seconded by Pam.

Motion passed.

3. Motion to approve the Bills and Financials made by Joan and seconded by Pat K.

Motion passed.

Carry over funds estimated to be \$54K

4. Payroll accounting support from the town is available. This would help track available holiday and vacation time for staff.

Motion to authorize Town Accountant, currently Melanie Combs, to help with tracking available holiday and vacation time for the staff made by Pat K and seconded by Pam.

Motion passed.

5. Reports on progress for repairs and bids.

- Chimney repair: There has been one review with DW with estimate of \$3500 for each chimney. Another mason is expected for estimate. The rear chimney which is not part of this project was briefly examined by DW and CO monitors and fire detectors were recommended. These devices have since been installed by Pat K.
- Exterior painting bids: We are awaiting bids by two painters with work expected to be done in the spring.
- Shutters: Bid posted. TK is interested
- Front door: DC is interested. Bids due by 7<sup>th</sup>. If Historical Grant is submitted what should be included? Suggestions are shutters, bell tower and bell of clock. 50% match with grants up to \$20,000
- Clock repair to bell estimated to be \$2000.
- Tree takedown: The town has said the town tree warden could take down the tree in question. This will be accomplished by the town tree warden. There are

other tree issues around the gazebo area that will be addressed at the same time.

- Signal booster from the town: The library is a fiber library so this system not compatible. Josh from the VT Libraries will need to do this. Mary is on this project with estimated cost of \$100.

6. Librarians' Reports Jan

- Roof repaired by Sbardella
- Toilet leak downstairs repaired
- Department of Health donated a baby pack for hiking
- Moisture level measuring device available for lending
- Substitutes are trained and working well
- Downstairs opening is working well
- Virtual children's program sometime before October 15<sup>th</sup>

7. Librarians' Reports Mary

- Pond to Plate October 15<sup>th</sup> at 7p via Zoom posted
- Poe reading TBA by Mary
- Book club to be restarted in January
- Worcester meeting attended
- Inventory completed
- Special poster from Denise Nangel's office given to the library and will be placed in new addition

8. Special shout out to Pat K, Pam and Mary for all the yard and garden work at the library!  
Topsoil will be needed

9. Website Review

- Outdated and not user friendly
- Motion to hire a professional website designer made by Pat S and seconded by Pat K  
Motion passed.
- Comment: The format of the Poultney Library should be considered in the design.
- Motion to include the ongoing administration and maintenance of the website to be with the duties of the Library IT Specialist with the IT Specialist working in collaboration with the librarians for content and management of that content made by Pat S and seconded by Pat K.  
Motion approved.

10. Other concerns

- Motion to purchase two large air purifiers at \$400 each for the library made by Pat S and seconded by Pat K.  
Motion passed.

Motion to adjourn made by Pat S and seconded by Pam.

Motion passed.

Meeting adjourned by Chair Nancy Mark at 7:59pm.  
Next meeting scheduled for October 26, 2020 at 5:30pm.

For next meeting: continued review of job descriptions, personnel policies and Memorandum of Understanding

Respectfully submitted,  
Patricia A. Schroeder  
Clerk