

Castleton Free Library
Board Meeting Minutes
January 25, 2021
APPROVED

Present:

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

The meeting, via Zoom conferencing, was called to order by Chair Nancy Mark at 5:30pm.

Agenda:

1. The agenda was reviewed and approved.
2. Motion to approve the minutes from 12-28-2020 and 1-11-2021 was made by Joan and seconded by Pat S.
Motion passed.
3. Motion to approve Bills/Financial Statements made by Joan and seconded by Pat S.
 - \$25,000 from Donchian grant was deposited to the special accessibility account
 - Gifts from Friends include seasonal flags, flag pole and Kindle editions for book club booksMotion passed.
4. Request to clarify a motion from September 28, 2020 made by Chair Nancy.
 - Motion was made to clarify by Pat S and seconded by Pat K.
 - Motion was made to authorize Town Accountant, currently Melanie Combs, to track and record available Paid Time Off (PTO) (holiday, sick, vacation and comp time) for the Library staff by Pat S and seconded by Pat K.
 - Motion passed.
5. Review/Discussion of current Covid statistics and CFL services
 - Castleton numbers have increased to 55.
 - Return to curbside services is necessary.
 - Appointments are sometimes difficult.
 - Situation is fluid and we have all accepted this. Reevaluation needs to continue as situation changes.
 - Motion to temporarily decrease services to curbside only until reevaluation at next meeting with computer use by appointment only at the discretion of the librarians, librarians in library M-F 2-6pm was made by Joan and seconded by Pat S.
Motion passed with regrets 4-1.
The reduction of services will begin Monday, February 1, 2021.
6. Librarians report
 - Jan provided a printed report-see report.
"Winter Surprises at the CFL" will be communicated to the public.

- Mary reports that 20 scented orange holiday craft kits were sent out. The Niche Academy has Trustee CE's available. The tree stump will be ground in the spring for \$150.

7. Library Director Performance Review form

- Form presented for review and discussion.
- Motion to adopt the form "Library Director Evaluation Form for Trustees" with corrections as noted made by Pat S and seconded by Pat K. Trustees need to formally evaluate the Director as stated in our bylaws. Form was compiled from several sources within our state and surrounding area. The form is an opportunity, as a communication tool, to discuss goals and facilitate further discussions. Procedure would include input from all Trustees with a summarized report given to Director. Board would need to approve the report. The Director would have the opportunity to respond with self-evaluation and goals.

Motion passed.

The Board is asked to submit their responses within two weeks of this meeting to all Board members. Interested Board members will prepare a summarized report for presentation to the Board at the next meeting. The summarized report will be submitted to the Director for review. Response from the Director would be expected within two weeks of the summarized report.

8. Community comments

Understanding regarding the changes to curbside and appreciating the attempts to keep Library open.

9. Other business

- Mary reports that the latch has been temporarily repaired on the front door.
- In anticipation of construction in the spring, Mary is preparing the office with moving the desk and having shelving placed to utilize space. Motion to approve up to \$1000 to be used for work to be done in the upstairs office was made by Joan and seconded by Pat S. Motion passed.

Next meeting scheduled for February 22, 2021 at 5:30pm.

Motion to adjourn the meeting was made by Joan and seconded by Pat S.

Motion passed.

Meeting was adjourned by the Chair Nancy Mark at 7:30pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk