

Castleton Free Library  
Board Meeting Minutes  
March 8, 2021  
APPROVED (March 22, 2021)

**Present:**

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

The meeting, via Zoom conferencing, was called to order by Jan Jones, Library Director, at 5:34pm

The first order of business was the election of officers for the 2021-2022 year.  
Motion to nominate Nancy Mark for Chair was made by Pat S and seconded by Pat K.  
Motion passed.

Motion to nominate Pam Arel as Treasurer was made by Joan and seconded by Pat K.  
Motion passed.

Motion to nominate Pat S for Clerk was made by Joan and seconded by Pat K.  
Motion passed.

The meeting was turned over to the Chair Nancy Mark.

**Agenda:**

1. Motion was made to approve the agenda with the addition of the review for the land lines was made by Pat S and seconded by Pat K.  
Motion passed.
2. Motion to approve the minutes from 1-25-2021 with correction as noted was made by Joan and seconded by Pat K.  
Motion passed.
3. Motion to approve the Bills/Financial Statements was made by Joan and seconded by Pat K.  
The Donchian finances need to be moved from the general account to the restricted account. This can only be completed by Treasurer Pam Arel and will be completed at the earliest convenience.  
Motion passed.
4. Vermont Preservation Trust Grant (1772 Grant): Pat K
  - \$10,000 applied for and will be used for masonry project.
  - Three parts: grant, cyclic maintenance plan and Trust mason for an evaluation
  - Recommend applying for all three chimneys
  - Remember the rear chimney is not included in the assessments of the Accessibility Project

- The estimate for work for chimneys is approximately \$17,880
- Motion to approve application to 1772 Grant from the Vermont Preservation Trust for the purpose of restoring the three chimneys was made by Pat K and seconded by Pat S.  
Motion passed.
- Another part is the Maintenance General Assessment Grant (Robert Sincerbeaux Fund). The application fee is \$500 but it is a 50/50 match. This grant would be helpful if other needs arise in the future regarding maintenance.  
Motion to approve \$250 for the application to the Maintenance General Assessment Grant (Robert Sincerbeaux Fund) was made by Pat K and seconded by Pat S.  
Motion passed.
- The final part is the hiring of an approved mason from the Vermont Preservation Trust to inspect the chimneys and evaluate the work to be done.  
Motion to approve the hire of a Vermont Preservation Trust mason to evaluate the chimney work up to \$500 was made by Pat K and seconded by Pat S.  
Motion passed.  
The Board also notes that if the cost is above \$500, then a new motion is needed.

5. Lot Line Proposal: Chair Nancy Mark

- The school district would own the land and allow a right of way for the library.
- Map with diagram provided.
- Use for handicap parking to walkway.
- Motion to approve Lot Line Proposal as written by Webber, et al (lawyers for the school district) and Wright (lawyer for the library) was made by Pat S and seconded by Joan.  
Motion passed.
- Lot Line Proposal final approval will be made by the Select Board

6. Librarians Report: Jan and Mary

- Jan  
Annual Report completed  
Fiscal year close out mid-May  
Children's program Zoom March 23<sup>rd</sup> "Math and Art" Family night
- Mary  
Kanopy program explained as a streaming service donated by the Friends which will provide 5 views per patron per month.  
This program will be presented to the patrons soon.  
Website has been improved to make finding new books easier.  
Spring project for "Spring Egg Baskets" with 24 kits on a first come, first serve basis.  
A patron suggested outdoor movie showings.  
(No discussion at present)

7. Community Questions: none noted
8. Motion to move to Executive Session: Personnel was made by Pat S and seconded by Pat K.  
Motion passed.

Prior to move, the next meeting was set and the librarians and the community were allowed to leave without a need to be recalled.

Motion to end Executive Session was made by Pat K and seconded by Pat S.  
Motion passed.

Motion to adjourn was made by Pat S and seconded by Pat K.  
Next meeting will be March 22, 2021 at 5:30pm.

For next meeting:

- Covid updates and library operations
- Clock chime repair
- Painting the trim
- Lighting for above the librarian desks

Motion passed.

Meeting was adjourned by Chair Nancy Mark at 8:03pm.

Respectfully submitted,  
Patricia A. Schroeder  
Clerk