Castleton Free Library
Board Meeting Minutes
April 19, 2021
APPROVED (April 26, 2021)

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

Meeting, in person with masks and social distancing, was called to order by Chair Nancy Mark at 5:35pm.

Agenda:
1. Agenda reviewed.
2. Construction/Building updates
   • Environmental Review completed with no concerns or contaminants.
   • Test wells need to be removed and flushed
   • $1750 bill remains
     Motion to approve bill of $1750 for removal of test wells and flushing of same made by Pat K and seconded by Joan.
     Motion passed.
   • Public comment period follows
   • Money comes from Restricted Funds
3. Maintenance Plan: Sincerbeaux Grant Consultant’s Report
   • Detailed plan by the Preservation Trust/Sincerbeaux Grant
   • $500 ($250/$250) cost
   • Building committee to be established
     Pat K volunteers with others to be considered.
4. Painting bids
   • Preservation Trust requires hand scraping, hand cleaning, one coat of primer and two coats of paint.
   • Includes trim and clock tower
   • Bids to Front Porch Forum and Rutland Herald
5. Front Door
   • Signage considered for book drop, example “Book Drop”
   • Opening door safely, example “Please use caution. Open door slowly”
6. Community comments: none
Motion to enter into Executive Session: Personnel made by Pat S and seconded by Pam. 
Motion passed.
Prior to entering session, the next meeting was made for April 26, 2021 at 5:30pm. Librarians present were excused for the rest of the evening.

Motion to end Executive Session made by Pat S and seconded by Joan. 
Motion passed.
Motion to approve the document that was discussed made by Pat S and seconded by Pat K. 
Motion passed.

Motion to adjourn made by Pat S and seconded by Joan. 
Motion passed.

Meeting adjourned by Chair Nancy Mark at 7:05pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk