

Castleton Free Library
Board Meeting Minutes
June 28, 2021
APPROVED (July 19, 2021)

Present:

Board: Chair Nancy Mark, Pat Schroeder (Pat S), Pam Arel, Joan Brown, Patrick Keller (Pat K)

Librarians: Jan Jones, Library Director and Mary Kearns, Adult Services Librarian

Community members: Sue Day, Rebekah Brostek, Linda and Jim McCuen, Kris Jacoby

The meeting was called to order by Chair Nancy Mark at 5:35pm.
The agenda was reviewed and approved.

Agenda:

1. Motion to approve the meeting minutes from May 26, 2021 and June 9, 2021 made by Joan and seconded by Pam.
Motion passed.
2. Motion to approve the bills and financial made by Pat K and seconded by Pat S.
Motion passed.
3. Reports and Updates
 - Jan reports that fiscal year 20-21 closing with estimate of \$44,000 carry over.
 - Pat K reports on many items.
 - Lux Brush, recommended by Preservation Trust, will visit the library July 20th around 2pm to look at painting needs.
 - Preservation Trust mason will visit the library July 9th after 2-m to evaluate chimneys. May need another grant to cover additional expenses.
 - The foundation has cracks and will need evaluation by a civil engineer. There are other assessments needed for review. Building Committee working on plan.
 - Pat K will pursue grants to cover foundation issues.
 - Motion to allow Pat K to pursue an assessment grant for civil engineer to evaluate the foundation made by Joan and seconded by Pat S.
 - Motion passed.

- Chair Nancy reports that the engineering permits were submitted for the handicap access construction.
School district needs to sign also because of school property.
Construction documents to be submitted by July 12th by Tom O'Brien.
Possible ground breaking in the fall.
Construction bids cannot go out before the public forum and Environmental Report fully completed.

4. Community members questions/comments

- The Board told the community members present that the letters from last meeting were appreciated. The interest in the library is appreciated.
- Where are approved minutes?
Approved minutes are submitted to the Town Administrative Assistant to be posted on the Town website.
Approved minutes are also posted on the library website.
- Job postings will be listed with the Rutland Herald and the State Library website
- When does Jan retire?
Jan retires on September 30, 2021 from both positions (Library Director and Children's Librarian).

5. Librarians Report

- Written report appreciated
- Will be included with the minutes
- ARPA 2021 grant application with possibilities for outside charging station for computers.
- Clock tower needs wire connected.
- Music program cancelled due to weather.
- Post-Covid program scheduled for August 19th at 7pm.
- Fiber Connect grant to update electronics
- Library garden needs weeded.
- Friends of the Library donated museum passes.
This is very much appreciated.
- Mary reports that a master email list needs to be made for patrons.
Motion to provide funds for up to 30 hours for a person to establish an email patron data base made by Pat K and seconded by Pat S.
Motion passed.

6. Library Director decision

- Motion to promote Mary Kearns to the position of Library Director when current director retires on September 30, 2021 made by Pam and seconded by Joan.

Discussion regarding promotion vs. advertising for position from the outside.

Chair states that promoting from within is ethical and professional especially when a person of merit is already within the library.

Other positions will be advertised as stated earlier in the community members questions.

Present director approves of this promotion.

Motion passed with one abstention.

7. Other Business

- Trees, Inc. contacted for estimate for stump grinding and limb removal.
- Could be equal to or greater than \$500.
- Another possibility for the limb removal would be Green Mountain Power as limb interferes with electrical wires. Mary will investigate and report.

Motion to adjourn made by Joan and seconded by Pam.
Motion passed.

Next meeting is scheduled for July 26, 2021 at 5:30pm.

The meeting was adjourned by Chair Nancy Mark at 7:10pm.

Respectfully submitted,
Patricia A. Schroeder
Clerk

Librarians' Report - June 2021 • Attended meeting with Tom O'Brien - Accessibility project updates. • Dan Grey installed new electrical switch in clock tower. • Met with Tim and Levi from Sam's U-Save - looked at fuel tank configuration re our request for a removal and installation estimate. They continue to be very interested in doing the job but cannot give an estimate until they see construction specs detailing piping, vents, etc. Thought space might accommodate two 330 gal. tanks. • Attended workshop for Sea Grant Watershed kit training, Zoom session with "Out of the Boxes" initiative participants, VT State Parks & Trails update meeting, VELI meeting (VT Early Literacy Initiative), DOL VT Forward Plan presentation, and bimonthly Rutland County Librarian meeting in Rutland. Conflict with Bridge Initiative meeting, but have been updated. • Weekly Story Hour switched from virtual to in-person on Friday 6/18. Will continue outside in-person whenever weather allows; Facebook Live in inclement weather. Celebrated Eric Carle's birthday 6/25. Outdoor stories, songs & projects with indoor browsing allowed. • Per recommendations for children by Dr. Holmes (pediatric advisor in DOL VT Forward presentation on 6/10), I still encourage masks for unvaccinated people indoors (which includes most of the children). • First "Out of the Boxes" (delivery or pick-up) will be July 1st, and will continue every two weeks through August. We will receive 125 per delivery for Castleton Rec. Dept. Adventure Camp participants and general public distribution. Setting up displays of books to match each theme. Will distribute some at the parade. • Adventure Camp collaboration (schedule still tentative): ◦ lending book collection provided each week (6 weeks beginning July 5th) to align with camp weekly theme with short presentation by Jan (a read-aloud & booktalks) ◦ distribution of boxes (see above) with short intro and supplementary materials ◦ 3-5 workshops for camp participants only (e.g watershed, murals, fairy houses, storytelling) ◦ invitations to public library events. • Summer Reading Program public programs (still waiting for confirmations from a few presenters so not yet published - everything delayed due to reopening and Covid grant scrambling): ◦ evening professional storyteller (grant funded) ◦ evening Tales & Trails walks at State parks (Jan) ◦ Watershed Kit intro. & exploration at the river (for older kids) ◦ morning dance workshop (including some Adventure Campers) on water theme with evening performance (adult dancers) & storytelling ◦ morning CLiF giveaway event ◦ Will offer Beanstack and reading incentives again. • Other community clusters - curated book boxes and bags to a summer camp, a summer school teacher, and families vacationing on the lake. • Received materials for participation in September Dragon Egg event (Fairy Tale Festival). • Mary & Jan met with Macarther Stine from CU to discuss best projection options. Mary will fill in details, but this will include a new, relatively inexpensive projector, as well as some donations from CU. • Wrapping up FY 20-21 spending • DOL received funding to upgrade FiberConnect!!! More info to come. • Mary & Jan have been discussing budget items for upcoming ARPA 2021 grant application. Both will be attending a

virtual workshop next week. CFL will receive \$7,746.75. Not for construction or installation costs, or for prior expenditures. • Mary & Jan plan to be at the July 4th parade (on Sat. the 3rd) with library open, used book giveaway (weather permitting), small "sale-by-donation inside, and Summer Reading promo. • Book Club now meeting in person. Still going strong! • Initial meeting with Melanie to discuss FY 20-21 and best practices forward. Initial meeting with Nathan (auditor) scheduled 7/27. • Received/deposited \$325 refund for discontinued RB Digital subscription • Received/deposited refunds from Friends for library garden (\$384.54), museum passes (\$300), and Kanopy (\$21